

21.11 Remote Access Policy

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to protect its employees, customers and the organization from risks arising from the inappropriate use of programs that allow users remote access to the organization's information technology equipment and systems.

Procedure:

The CEO/President shall authorize certain individuals to remotely access the organization's technology equipment and systems.

Remote access to the organization's information technology equipment and systems shall be granted on an "as needed" basis.

The Director of Communications shall be responsible for the initial installation, on-going maintenance and monitoring of any remote-access software that is installed on the organization's equipment.

Authorized remote-access users are required to follow all procedures as set forth in Policy & Procedure 21.06, *"Information Technology Acceptable Use and Security."*

Inappropriate use of remote-access technology will result in disciplinary action up to and including termination.