

AMGEN®		INFORMATION SYSTEMS POLICY	
TITLE SOFTWARE AND HARDWARE USE		CONTROL NUMBER ISPOL-050-003	EFFECTIVE DATE July 1, 2004
OWNER Allan Doe	DEPARTMENT Enterprise Customer Service		DEPARTMENT NUMBER 5600
OWNER APPROVAL		DATE	EXTENSION 72615
PAS CORE TEAM APPROVAL DATE		CIO APPROVAL DATE	SIGNATURE
TECHNICAL TEAM Enterprise Client Computing		NEXT REVIEW DATE → January 15, 2005	

I. PURPOSE

This policy regulates the selection, acquisition, use, and disposal of software and hardware resources within Amgen premises, on the Amgen network and on Amgen owned equipment. Adherence to this policy provides a scalable, compatible and stable computing environment, reducing user downtime and ensures that obsolete computer equipment is disposed of in an environmentally safe manner.

II. SCOPE

This policy applies to all Amgen full time, part time, temporary, consulting, and contract staff. It shall also apply to all standard, Amgen owned or leased, laptops, desktops, and related peripherals.

III. POLICY

All computers, software and related equipment provided by Amgen are the property of or are licensed by Amgen and are provided for authorized business use by authorized staff members, consultants, temporary staff, and contract staff.

No staff member may sell, rent, sublicense, lend, transmit, distribute, give, or otherwise convey or make available to any unauthorized individual or entity any software or hardware or any interest therein without first obtaining proper permission from an authorized Amgen representative. Amgen shall have the right to audit all hardware, software and related equipment to ascertain compliance with this policy.

The core PC Amgen Common Environment (ACE) image shall be developed and maintained by Amgen Enterprise Customer Services. All standard desktop and laptop PC's which are designated for general use, shall use the core PC image.

Hardware

All computer hardware that is new to the Amgen environment shall be evaluated in a configuration that is the same as the service environment by the responsible functional area IS for compatibility with Amgen's current hardware and software standards and specifications before it shall be placed on the Amgen network, or attached to an approved standard PC. Only hardware that is defined in the Amgen hardware standards and specifications shall be purchased. Amgen will not reimburse for computer hardware or peripherals via expense report. Full support shall be provided including: hardware and software installation, troubleshooting problems, and repair or replacement during the warranty period.

Software

Only approved software for which a valid license is held, that does not compromise the reliability of the computer and the Amgen network, and complies with all appropriate Amgen policies, standards, specifications, and procedures may be installed on an Amgen computer system. . Software may only be used in strict compliance with applicable license and purchasing agreements. Personally owned software shall not be loaded on Amgen equipment.

Every staff member is responsible for reading, understanding, and adhering to all licenses, notices, and agreements in connection with any software or hardware that he or she acquires. No staff member is authorized to make copies of any software for any purpose other than authorized licensed copies or backup copies.

Disposal/Donation:

Prior to any equipment leaving an Amgen facility, all equipment shall be routed through Information Systems who will wipe data from all storage media, report disposition to the report disposition to the local department responsible for property accounting, and remove all asset tags, and other labeling. Information Systems will evaluate the equipment and determine whether the equipment can be reused, traded-in as part of an equipment purchase, resold, donated or scrapped.

All equipment not in use, should be reported to the local helpdesk for pickup and reallocation in accordance with this policy.

IV. EXCEPTIONS OR WAIVER REQUIREMENTS

Requests for waivers to this policy shall be submitted to the chairman of the IS Policies and Standards Council on the approved waiver template. The waiver request shall be processed according to the documented waiver process.

V. COMPLIANCE

Continuous auditing of hardware, software and network use will ensure compliance to this policy.

It is the responsibility of every employee to report any suspected or confirmed violations of this policy to his or her manager, who shall escalate the same to the Chief Information Officer.

Information Systems support staff are to apply only the core PC image, provided by Enterprise Customer Services.

The IS staff performing the hardware & software evaluation shall record the results in a written document for historical proof of testing.

Anyone who may be aware of Amgen IT equipment being disposed of, donated, or sold outside the method described in this policy shall contact Amgen Security (x73188) or the Amgen Business Conduct Hotline (1-800-867-6677)

VI. GLOSSARY

General use – Day-to-day computer usage with the exception of lab, processing, and manufacturing/control systems.

Core image - The minimum software that is installed onto all personal computers that are owned by Amgen. The core image constitutes the software baseline.

ACE: Amgen Common Environment. This consists of a team of desktop technical support staff who define and control the core PC image.

PC – Intel® based personal desktop or laptop computer

VII. REFERENCES

CCD003 - Corporate-Wide Compliance Document, Use of Company Systems Policy.

VIII. DOCUMENT HISTORY

NUMBER	DESCRIPTION OF CHANGE	INITIATOR	ISSUE DATE
000	Initial Version	Chris Bradish	10/22/01
001	Remove editorial statements, process, and redundant verbiage. Transfer to new format	Terry Gerighty	April 23, 2003
002	Add only one computer shall be issued to an individual	Terry Gerighty	July 25, 2003
003	Initial Draft of combined policy – includes: ISPOL050, ISPOL015, ISPOL028, ISPOL042 & ISPOL071	Terry Gerighty	March 30 th 2004