



INFORMATION SYSTEMS POLICY

TITLE PROTECTION OF LOGGED-IN WORKSTATIONS		CONTROL NUMBER ISPOL-047-001	EFFECTIVE DATE June 1, 2004
OWNER Samir Abed	DEPARTMENT Information Systems Architecture		DEPARTMENT NUMBER 5500
OWNER APPROVAL		DATE	EXTENSION 76363
PAS CORE TEAM APPROVAL DATE		CIO APPROVAL DATE	SIGNATURE
TECHNICAL TEAM Information Systems Security Team		NEXT REVIEW DATE → April 1, 2005	

I. PURPOSE

To ensure that logged-in workstations are properly protected from unauthorized use by individuals other than the authenticated user.

II. SCOPE

This policy applies to all Amgen full-time and part-time staff worldwide, as well as temporary workers, contractors and consultants, commonly referred to as users.

III. POLICY

- All workstations must be configured to automatically begin running a password protected workstation locking utility after no more than seven (7) minutes of inactivity.
- If it is unfeasible to run a screensaver or other locking software on a workstation for technical or business reasons, then the workstation must be physically secured.

IV. EXCEPTIONS OR WAIVER REQUIREMENTS

No waivers or exceptions shall be granted against this policy.

V. COMPLIANCE

The Amgen Common Environment (ACE) image shall be configured with a log-off function not to exceed seven (7) minutes.

VI. GLOSSARY

N/A

VII. REFERENCES

N/A

VIII. DOCUMENT HISTORY

NUMBER	DESCRIPTION OF CHANGE	INITIATOR	ISSUE DATE
000	Original Document	Dave Ellison	June 15, 2001
001	Specified the Exceptions and Waiver statement; added the compliance requirement statement	Michael C.Thomas	April 2, 2004