ICT SOFTWARE POLICY

<table>
<thead>
<tr>
<th>Version number</th>
<th>Review date</th>
<th>Reviewed by</th>
<th>Approval date</th>
<th>Approved by</th>
<th>Summary of Changes</th>
<th>Next review date</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Jul 2012</td>
<td>G. Price</td>
<td>Jul 2012</td>
<td>J. Ilag</td>
<td>Baseline</td>
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<td>2.0</td>
<td>Dec 2015</td>
<td>G. Price</td>
<td>Jan 2016</td>
<td>J. Ilag</td>
<td>Updated list of supported software in paras 6 and 7; revised shareware definition in para 11; increased software cost threshold in para 12</td>
<td>Jul 2017</td>
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A. Policy objective:

1. The goal of this policy is to provide stable technology software solutions that appropriately address business needs. A lack of standards regarding what software can be installed on organizational devices, including desktop and laptop computers, can hinder provision of service. Controlling organizational software is not only a best practice for cost control, but also required for legal compliance. The Software Policy articulates what software is permitted on enterprise devices and who authorizes and carries out the installation task.

B. Intended audience:

2. This policy is for all UNFPA users and covers the installation of software on UNFPA owned computers.

3. This policy also covers IT standards of software procured for UNFPA projects, as these are a reflection on UNFPA.

4. Deviations from current standards must be cleared by the MIS Branch Technology Manager. Clearance can be obtained via email.

C. Policy statement:

a. Ownership:

5. UNFPA owns all IT software procured utilizing its resources. It is forbidden to install UNFPA licensed software on computers not belonging to the organization.

b. Supported software:

6. UNFPA has obtained global licenses for Microsoft Office, Symantec EndPoint antivirus software, and Google Apps. Details on currently supported versions of software can be found here: [https://www.myunfpa.org/web/ppm/documents/tags/mis](https://www.myunfpa.org/web/ppm/documents/tags/mis)

7. Following is a general listing of supported software:
• Microsoft Windows (7, 8, and 10) Professional versions
• Microsoft Office (Word, Excel, PowerPoint, Outlook)
• Google Apps (Gmail, Hangouts, Docs, Sheets, Slides)
• Google Chrome
• Mozilla Firefox
• Adobe Acrobat Reader
• Symantec EndPoint
• Skype

8. With the exception of Symantec EndPoint (which should be set for automatic updates), all software updates should be performed or set by ICT staff to ensure compatibility with systems and applications.

c. Prohibited software:
9. It is expressly forbidden to distribute or use computer programs for reasons such as scanning networks, intercepting information or password capture unless specific authority is obtained from the MIS Chief or the Technology Services Section Chief.

10. UNFPA users must comply with copyright laws and respect the intellectual property rights of others. It is therefore expressly forbidden for users to have possession of unlicensed software on UNFPA premises or, during the course of carrying out their employment use unlicensed software on UNFPA computers. Users of unauthorized copies of software will be disciplined as appropriate under the circumstances.

d. Shareware:
11. Shareware software is copyrighted software that is distributed freely through the Internet. Generally the software is free to evaluate but continued, or commercial may require a license. It is the policy of MIS that shareware must be technically endorsed by the Technology Manager prior to installation by IT staff.

e. Purchase of software:
12. To purchase non-standard software costing over $5,000, email approval must first be obtained from the MIS Technology Services Section Chief. For software purchases costing over $50,000, a formal request must be presented and approval obtained from the ICT Board. Details on preparation of the formal request can be found on the ICT Board page of the UNFPA portal (www.myunfpa.org).

f. Accountability:
13. Users must not duplicate licensed software for use either on premises or elsewhere unless expressly authorized to do so. Users may not give software to third parties, including contractors. Users may use software on networks or on multiple machines only in accordance with applicable license agreements. Software must only be installed, modified, de-installed or deleted in accordance with agreed change management procedures, and must only be undertaken by authorized IT personnel.
g. Ethical behavior and responsible Use:
14. UNFPA provides software to staff to facilitate business operations and assist in performing daily work activities. Any costs associated with personal use will be estimated by MIS and borne by the individual through issuance of a personal check to UNFPA. Commercial use of UNFPA software is strictly prohibited. Users may be subject to disciplinary action if found using software contrary to this policy.

D. Policy date:
15. The Software Policy (originally approved and issued on 18 July 2012 with subsequent revisions as shown in the beginning of this document) will remain in force without time limit, and will be reviewed annually to ensure relevance.

E. Policy owner:
16. The MIS Technology Services Section Chief is responsible for managing the software policy.

F. Change authority:
17. The MIS Chief and the Technology Services Section Chief have the authority to change the software policy. The MIS Chief, Technology Services Section Chief, and the Business Services Section Chief can give exception waivers to it.