

**Policy Title**

IT: Remote Work Policy

Control Number

SC007

Policy Date

3/04/2024

Revision Date

New

Purpose

The purpose of this policy is to outline the remote work/access of computer equipment at Scotland County. These rules are in place to protect the employee and Scotland County. Inappropriate use exposes Scotland County to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Scotland County business or interact with internal networks and business systems, whether owned or leased by Scotland County the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Scotland County and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Scotland County policies and standards, and local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Scotland County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Scotland County.

Overview

Management's intentions for publishing a Remote Work Policy are not to impose restrictions that are contrary to Scotland County's established culture of openness, trust and integrity. Management is committed to protecting Scotland County's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Remote Access

- Remote access to information assets will be granted to meet an approved business need and will be granted after proper approval and only apply to any services or applications the user is authorized or permitted to access.
- Remote access will be facilitated using Scotland County approved methods and programs and shall occur over secure, encrypted transmission protocols with all users being properly authenticated.
- Accessing Scotland County's network(s) from a remote location does not exempt any user from complying with all Scotland County policies.
- Remote access sessions originating or terminating on wireless networks shall not permit unauthorized access to device(s).



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- Remote access to the internal network, when provided to third parties, shall be subject to this policy and all other applicable information security requirements and third party remote access shall be assigned to a responsible individual and not to a group or organization. Multiple uses of individual authentication credentials (e.g., username and password or token) shall be prohibited.

Requirements

- Secure remote access must be strictly controlled. Control will be enforced via strong passwords as per Scotland County's **Password Policy** and must utilize two factor authorization.
- At no time should any Scotland County employee, contractors, vendors and agents provide their login credentials to anyone, not even family members.
- Any equipment not Scotland County owned or leased, connecting remotely to the Scotland County network, must comply with Scotland County's **Workstation and Mobile Device Policy**.
- Third parties connecting to Scotland County's network(s) must comply with requirements as stated in this document.
- Only Scotland County approved Remote Access solutions are allowed and can be obtained from the Scotland County Information Technology Department.

Remote Work

- Remote work arrangements shall not be permitted without management's approval.
- Scotland County's information security program, in cooperation with other business groups, shall develop, publish and maintain rules to address and minimize the risks related to remote work.
- Remote work arrangements shall be subject to the provisions of the Remote Access section above.

Compliance

The Management team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exception



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Any exception to the policy must be approved by the County Manager and VC 3 Management team in advance.

Disciplinary Action

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.