



# **MOREPEN LABORATORIES LIMITED**

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## **ASSET MANAGEMENT POLICY**

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# 1. Introduction

This Asset Management Policy provides a structured approach to managing physical and digital assets throughout their lifecycle, from acquisition and deployment to maintenance and disposal.

# 2. Roles and Responsibilities

The responsibility for the classification and handling of assets lies with the asset owners and IT department.

# 3. Scope

This policy applies to all employees, consultants, vendor staff, trainees, and other personnel working for Morepen Laboratories Limited physically or virtually from any location approved by Morepen Laboratories Limited.

# 4. Tasks

## 4.1 *Inventory of Assets*

- 4.1.1 Inventory of Information and IT Assets including hardware, software, information, data, media, people etc. must be maintained by Morepen Laboratories Limited to ensure that effective asset protection is planned and achieved leading to, an adequate level of required security.
- 4.1.2 Accurate documented Inventory of Morepen Laboratories Limited assets must always be maintained in dedicated or existing inventories as appropriate, including creation, processing, storage, transmission, deletion, and destruction. The inventory must be validated annually to maintain an accurate, up-to-date, consistent asset list.
- 4.1.3 Assets should be periodically reviewed, where applicable, for expiry/renewal/contract/AMC etc. and update the record for End of Life and End of Support in the asset inventory.
- 4.1.4 Process must be in place to ensure that assets issued are returned on termination of employment, contract or agreement.
- 4.1.5 Asset Inventory shall also be maintained at a secure offsite location to ensure that critical assets at the time of a disaster/restoration are readily identified.
- 4.1.6 Controls must be implemented to ensure that the maximum number of users permitted within the license is not exceeded.

## 4.2 *Ownership of Assets*

- 4.2.1 All information and assets associated with information and information processing facilities of Morepen Laboratories Limited shall have a designated asset owner as

identified and authorized by Morepen Laboratories Limited management. The identified owner does not necessarily have any property rights to the asset.

- 4.2.2 Asset ownership will be defined at the time of accruing, creating or transfer of the asset. The asset owner must follow the change management process to amend the Asset list when the asset is acquired, transferred, deleted or destroyed.
- 4.2.3 The Head of Department (HOD) determines asset allocations for end users based on business requirements. The end users are required to ensure they comply with the Information Security Policy.
- 4.2.4 The asset owner will be identified in the asset inventory record.

### ***4.3 Acceptable Use of Assets***

- 4.3.1 The asset owner shall be responsible for properly managing an asset over the whole asset lifecycle.
- 4.3.2 To ensure assets are appropriately protected, acceptable usage of assets associated with information processing facilities and Morepen Laboratories Limited business shall be identified, documented and implemented.
- 4.3.3 Users having access to Morepen Laboratories Limited information and associated assets must abide by the terms and conditions laid down in the Acceptable Usage Policy.

### ***4.4 Return of Assets***

- 4.4.1 All employees, contractors and third-party personnel shall receive clearance for separation only on return of all the assets issued to them.
- 4.4.2 All personnel using their systems for Morepen Laboratories Limited operations must receive clearance only after transferring all relevant company assets to the organization and securely erasing them from their equipment. Additionally, authorized software must be removed from their computers, laptops, or other mobile devices.
- 4.4.3 Morepen Laboratories Limited ensures important business knowledge is recorded when someone leaves. Their department issues a no-dues certificate after essential knowledge is transferred.
- 4.4.4 Damaged assets and asset theft cases shall be logged, and an inventory shall be maintained.

### ***4.5 Asset Identification and Classification***

- 4.5.1 Identification and Classification of assets is done based on the business needs and the impact of asset loss on the continuity of business. The Head of Department (HOD) identifies the assets in his department in various categories like information, software, physical, etc.

## 4.6 Classification of Assets

4.6.1 Information Assets - All assets are classified based on their confidentiality, integrity and availability value (CIA value) as:

- 4.6.1.1 Restricted
- 4.6.1.2 Confidential
- 4.6.1.3 Internal
- 4.6.1.4 Public

Refer to Clause [5: Asset Classification Guidelines](#) of this policy.

4.6.2 **Restricted:** Information is available only to the asset owner, Head of department and senior management. Only the asset owner can modify these assets.

4.6.3 **Confidential:** Information is available only to the asset owner, Head of department, senior management, and third parties as designated by the asset owner. Only the asset owner can modify these assets.

4.6.4 **Internal:** Information is available within the organization or the asset owner's team/group/department and closed user group e.g., Operation Teams, Functions and Support Teams. These assets can be made available to others if authorized by the asset owner. Only the asset owner or restricted groups/users as mentioned above can modify these assets.

4.6.5 **Public:** Information is available to the entire organization and outside parties. Only the asset owner or a person authorized or designated by him/her can modify these assets.

4.6.6 In addition to the Asset owner, the respective Head of the Department also has the right to change an asset for all the above categories. For ZO/PO, the respective Zonal Manager or Chief Project Manager or Head of the office is treated as Head of Department.

	Senior management	Head of Departments	Asset Owner	Third Parties	Users
Restricted	YES	YES	YES	NO	NO
Confidential	YES	YES	YES	NO**	NO
Internal	YES	YES	YES	YES**	YES
Public	YES	YES	YES	YES	YES

Any exception to the above classification vs access matrix shall be logged and approved.

\*\* Based on risk assessment

## **4.7 Asset Labeling**

- 4.7.1 An appropriate set of procedures for information labelling shall be developed and implemented in accordance with the information classification scheme adopted by Morepen Laboratories Limited
- 4.7.2 Asset tags may be used to group IT assets under a specific classification.
- 4.7.3 The inventory of assets shall be maintained by the IT Manager or asset owner.

### **4.7.4 Labeling of Physical Assets**

- 4.7.4.1 All Physical assets are identified by their allotted Asset code / Asset Serial No. and the allotment of the asset is done through inventory records. Nomenclature of assigning asset code.
- 4.7.4.2 It is desirable that assets which are deployed will be labelled by the following. Nomenclature of assigning asset code. Asset code / Asset Serial No/ Label. This nomenclature should be followed for all Assets.

### **4.7.5 Labeling of Documents**

- 4.7.5.1 Physical labels, clearly indicating the classification as Confidential will be affixed on the documents by the originator of the document.
- 4.7.5.2 In the case of electronic documents, headers/footers are to be added to indicate the labelling as “Restricted/ Confidential / Internal/ Public”.

## **4.8 Handling of Assets**

- 4.8.1 The asset inventory shall be reviewed by asset owners on an annual basis or by business requirements whenever there is any change in the inventory.
- 4.8.2 Copies, both temporary and permanent, of the asset, shall be protected and stored to a level consistent with the protection of the original information
- 4.8.3 Perform a risk assessment on broken devices with sensitive data to decide if they should be destroyed instead of repaired or discarded.
- 4.8.4 The organization shall document and maintain details of asset movement.
- 4.8.5 Authorized maintenance personnel should carry out repairs and maintenance on equipment.

	<b>Restricted</b>	<b>Confidential</b>	<b>Internal</b>
Copying	Copies should be restricted.	Approved & Controlled Copies recorded in inventory	Controlled Copies
Storage	Access should only be with the senior management, HOD, and Asset owner. Backup copies are to be maintained offsite securely.	Access should only be with the senior management, HOD, Asset owner and authorized user / third party designated by the owner / IT division. Backup copies are to be maintained offsite securely.	Read access to the whole organization. Backup copies are to be maintained offsite.
Transmission	Can be sent through secure email/post/courier.	Can be sent through secure email/post/courier/fax.	Can be sent through secure email/post/courier/fax.
Destruction	Any copies not in use should be destroyed securely.	Any copies not in use should be destroyed securely	Any copies not in use should be destroyed securely.

Assets classified as public do not have any specific handling requirements.

#### **4.9 Data Retention Policy**

- 4.9.1 Morepen Laboratories Limited shall retain the data as per business, legal and regulatory requirements.
- 4.9.2 All employee Data, submitted by the employee after due consent for the same and has been obtained as per Morepen Laboratories Limited HR Policy, may be stored perpetually, or deleted/Purged at the discretion of Morepen Laboratories Limited.
- 4.9.3 All data will be secured as per its classification and Information Security Policies.

#### **4.10 Management of Removable Media**

- 4.10.1 All the ports/ drives shall be controlled/ blocked for the use of removal media for in-out data transfer.
- 4.10.2 Morepen Laboratories Limited shall document any use of removable media and/or devices for storage and transfer. Adequate approval shall be obtained, and logs shall be maintained for such instances.
- 4.10.3 Appropriated security controls shall be maintained for the use of removal media.

## **4.11 Disposal of Removable Media**

- 4.11.1           **Identification:** All removable media, including but not limited to USB drives, CDs, DVDs, and external hard drives, must be identified and tracked throughout their lifecycle.
- 4.11.2           **Data Erasure:** Before disposal, all data on removable media must be securely erased using approved data-wiping software. This ensures that data cannot be recovered.
- 4.11.3           **Physical Destruction:** If secure data erasure is not feasible, the removable media must be physically destroyed to prevent data recovery. Acceptable methods include shredding, crushing, or incineration.
- 4.11.4           **Documentation:** All disposal actions must be documented thoroughly. Documentation should include:  
Description of the media  
Serial number or unique identifier  
Method of data erasure or destruction  
Date of disposal  
Name of the individual responsible for the disposal
- 4.11.5           **Compliance:** Disposal of removable media must comply with all relevant data protection laws and regulations to ensure the protection of sensitive information.
- 4.11.6           **Third-Party Services:** If third-party services are utilized for media disposal, they must be certified and comply with the organization's security standards and policies.
- 4.11.7           **Review:** Regular reviews and audits of the disposal process must be conducted to ensure adherence to the policy and to identify any areas for improvement.



## 5. Asset Classification Guidelines

Classification level	Examples
<p align="center"><b>Public</b></p>	<ul style="list-style-type: none"> <li>- Information that Morepen Laboratories Limited has expressly authorized for release to the public.</li> <li>Job descriptions</li> <li>Press releases</li> <li>Product and service brochures</li> <li>Advertisements, etc.</li> <li>- General corporate information and communications that Morepen Laboratories Limited has already released to the public, such as published financial reports, names of Morepen Laboratories Limited’s corporate officers and directors, public telephone number or address listings (e.g., White Pages listings), external website pages.</li> <li>- Specifically released “Public” information. (e.g., product brochures, issued press releases, published job postings, Morepen Laboratories Limited policies and data available on public domains.)</li> </ul>
<p align="center"><b>Internal</b></p>	<ul style="list-style-type: none"> <li>- Internal e-mails</li> <li>- Meeting minutes</li> <li>- Contact lists containing information that is not publicly available.</li> <li>- Morepen Laboratories Limited telephone directory</li> <li>- Internal conference numbers</li> <li>- New employee training materials</li> <li>- Internal policies and standards</li> <li>- System host names, IP addresses, etc.</li> </ul>

<p><b>Confidential</b></p>	<ul style="list-style-type: none"> <li>- Personal Information</li> <li>Name, physical address, e-mail address, customer IP address, telephone numbers, etc.</li> <li>- Payroll records, compensation information, work evaluations, or other human resources records and information</li> <li>- Operational data</li> <li>- Organizational structure</li> <li>- Customer lists and pricing</li> <li>- Non-Public Use Photos</li> <li>- Employer-issued identification numbers with or without any required security code, access code or password, and other information relating to an individual's employment or engagement with Morepen Laboratories Limited</li> <li>- Morepen Laboratories Limited personnel directories, client, and investor lists</li> <li>- Information pertaining to investigations being conducted by Morepen Laboratories Limited</li> <li>- Non-public information about other companies (investment prospects) disclosed to Morepen Laboratories Limited in the context of performing diligence on investments</li> <li>- Morepen Laboratories Limited development programs and unpublished marketing materials</li> <li>- Network diagrams, dataflow diagrams, computer disks, source code and development programs, technical and other information integral to the success or business operations of Morepen Laboratories Limited.</li> <li>- Information subject to confidentiality agreements.</li> </ul>
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<p><b>Restricted</b></p>	<ul style="list-style-type: none"> <li>- Personal Information</li> <li>Background check reports</li> <li>Credit card number (Full PAN)</li> <li>Driver's License Number</li> <li>Information about an individual's racial or ethnic origin</li> <li>Information about an individual's political, philosophical, or religious beliefs</li> <li>Military identification number</li> <li>Passport number</li> <li>Government-issued ID Number</li> <li>Tax identification number</li> <li>Username (or email address) and password that would permit access to an online account</li> <li>- Report of Compliance and details of audit scope</li> <li>- Cryptographic private keys</li> <li>- Mergers and acquisition information</li> <li>- Corporate-level strategic plans, methodologies, business strategies, business plans, information about vendors, and other competitor-sensitive information</li> <li>- Legally privileged information, litigation strategy memos, attorney/client-privileged data (i.e., communication with company and/or outside attorneys about legal matters and concerns)</li> <li>- New product research</li> <li>- Strategic alliance agreements</li> <li>- Unpublished market research</li> <li>- Regulated data</li> <li>- Morepen Laboratories Limited financial performance</li> </ul>
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	information before public release, other financial and operational information, financial performance, and budget information
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## 6. Enforcement

All employees are expected to comply with the Morepen Laboratories Limited Asset Management Policy. Non-compliance with the same may result in disciplinary action or punishment, which shall vary as per the severity of the incidence.