

THE NIGERIAN STOCK EXCHANGE

END USER COMPUTING POLICY



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1.0 Introduction

End-users are responsible for the security of the information resources with which they work and they need to be aware of their role in protecting these resources. The Nigerian Stock Exchange has recognized this and has therefore formulated this End-user Usage and Computing Policy.



2.0 Purpose

The purpose of this policy is to establish management direction for End-user usage and computing. It also details information security accountabilities for End-user usage and computing. This policy shall ensure the implementation of appropriate protection measures to minimize the risk of:

- Information resources being corrupted and/or destroyed;
- Computer performance being disrupted and/or degraded;
- Disclosure of, modification to and theft of information resources by unauthorized persons;
- Productivity losses being incurred; and
- Exposure to reputational damage.



3.0 Scope

This Policy applies to all Users of IT Systems, including but not limited to staff, Support or external personals. It applies to the use of all IT Systems; these include systems, networks, and facilities administered by IT. Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by The Nigerian Stock Exchange is governed by this Policy.

4.0 Policy

The Nigerian Stock Exchange information resources that are controlled or used by End-users shall be protected. In order to fulfil this policy, the following statements must be adhered to:

4.1 End User Usage

- Standard controls will be put in place to ensure only authorized users have access to Nigerian Stock Exchange Information Systems.



- Access control to all Nigerian Stock Exchange information systems shall be through some type of access control device/mechanism, e.g. password, tokens, etc.
- End-users shall not share or divulge their user IDs and/or passwords
- End-users shall prevent unauthorized access to their workstations when left unattended, by using appropriate locking mechanism such as password protected screensavers;
- Where PC systems are shared, the access control mechanism will allow unique user ID and password for each user of the system;
- All logon activities to critical systems shall be written to an audit trail;
- Logon attempts through any access system shall be limited to 3 and 6 attempts for critical and non-critical systems respectively before the user ID is disabled from use.
- Access control systems will allow an authorized administrator to change/reset user passwords (in the case of its being forgotten or for other valid reasons).End-users shall only connect remotely to the Nigerian Stock Exchange network in accordance with the Remote Access Policy.

- End-users shall access Nigerian Stock Exchange's information resources only in accordance with the Access Control policy.
- End-users shall not make unauthorized copies of or modifications to the contents of Nigerian Stock Exchange's information resources.
- Workstation shall always be logged out and/or switched off before being left overnight, unless it is running an overnight process, in which case an appropriate locking mechanism such as a password protected screensaver must be activated.
- All Laptops and peripheral equipment kept in open office environments will be physically secured by means of appropriate security cable (i.e. lock kit) or cabinet to help prevent theft.
- When using mobile computing facilities, special care shall be taken to ensure that information resources are not compromised.

4.2 Data and Software Security

- Unauthorized software shall not be installed and/or used.
- Unauthorized software may cause problems and shall not be loaded onto The Nigerian Stock Exchange PCs or information resources.
- End-users shall not disclose or use an individual's personal data for any purpose, which contravenes The Nigerian Stock Exchange policies and/or other local legislation.
- All End-users who have responsibility for managing data shall be aware of their responsibilities under The Nigerian Stock Exchange policies and/or local legislation.



- End-users shall be responsible for ensuring that official data, under their direct control, is stored centrally on the personal network shared drives allocated for each staff as this is continually backed-up in accordance with the Backup and Business Continuity Management policy
- Any modifications to software shall be in accordance with the Change Control Policy.
- PC equipment will be moved only by permission of the Technology department. Technology team must take due account of the potential for damage of equipment when being moved and take appropriate action when deemed necessary.
- End-users shall ensure that the necessary controls are enforced when dealing with classified information in accordance with the Information Classification Policy.
- Necessary controls, in accordance with the Malicious Code (Anti-virus) Policy, must be put in place to prevent introduction of malicious codes into the Nigerian Stock Exchange environment. Appropriate care shall be taken to safeguard electronic media.
- End-users shall report information security incidents in accordance with the Security Incident Management policy.

4.3 End-user Computing

- The development and use of spreadsheets, applications, databases and ad-hoc reports for operational purposes shall be in accordance with the System Development and Maintenance policy.

4.4 End-user Acquisition

- Documented procedures will exist to control the acquisition and use of PC hardware and software.

4.5 End-user Awareness and Training

- End-users shall be made aware of information security risks, their responsibilities for the protection of The Nigerian Stock Exchange's information resources and the policies, standards and procedures that they shall comply with.
- End-users shall acknowledge their awareness, understanding and compliance with The Nigerian Stock Exchange information security policies, standards and procedures.



5.0 Enforcement

Any Employee who is found to have violated this policy may be subject to disciplinary action.

Any End-user found to have violated this policy may have its/his/her agreement with The Exchange terminated with or without notice.