



# ROI Server Room Policy

### **Purpose:**

The purpose of the Server Room Policy is to describe the minimum requirements for designing, installing, securing, monitoring, maintaining, protecting, and decommissioning a server room at the Red Opal Innovations.

### **Applies to:**

Red Opal Innovations employees and other covered individuals (e.g. vendors, service providers, independent contractors, etc.) in their access and usage of ROI resources during the course of conducting business operations (administrative, financial, research, or service).

### **Policy Statement:**

Performing any type of computer technology work in the server room as permitted by ROI management, shall implement and maintain their respective technology services via the approved ROI Server Room Standards only.

### **Exclusions or special circumstances:**

Exceptions to this policy and associated standards shall be allowed only if previously approved by the ROI Information Technology Security Office and such approval documented and verified by the Chief Information Officer.

### **Consequences:**

Employees who violate this policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment.

Any other individuals (e.g. vendors, service providers, independent contractors, etc.) may also be subject to the discontinuance of specified information technology services based on policy violation.

### **Contact:**



## Server Room Policy

Chief Information Officer

Building 25

Beverly Street,

Sydney 2000 NSW.

### Approval information

**Approved by:**

Chief Information Officer

**Approved on:**

Tuesday 29<sup>th</sup> October 2019

**Effective on:**

Tuesday 29<sup>th</sup> October 2019

**Review cycle:**

Annual (or as needed)

### Background

The standards associated with this policy are designed to represent the baseline to be used by the Server Rooms located on the Red Opal Innovations main office premises. While specific-standards organisations are referenced for examples of best practices, it should be noted that site conditions, special requirements, and cost of modification will be taken into consideration when implementing the final configuration of a site. The standards will be regularly reviewed and updated based on new industry standards, new technology, and lessons learned.



## Server Room Policy

### Related statutes, regulations, and/or policies and procedures

- Server room access procedure
- Work Health and Safety (WHS) rules

### Legal obligations

Employer and business obligations:

<https://www.safework.nsw.gov.au/legal-obligations/employer-business-obligations>

Visitor obligations:

<https://www.safework.nsw.gov.au/legal-obligations/visitor-obligations>

Contractors and labour-hire:

<https://www.safework.nsw.gov.au/legal-obligations/contractors-and-labour-hire>

### Legislation

<https://www.safework.nsw.gov.au/your-industry/information-media-and-telecommunications>

### Codes of practice

<https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice>

### Standards Organizations:

- ANSI: American National Standards Institute
- TIA: Telecommunications Industry Association
- BS/IEC/EN: British National Standard/International Electrical Commission/European Standards.
- EIA: Electrical Industry Alliance
- IEEE: Institute of Electrical and Electronics Engineers
- ISO: International Organization for Standardization