

1 DIRECTIVE

- 1.01 For any single-licence software, the software may only be installed if the enterprise has available a separate licence not currently in use on any other computer.
- 1.02 For multiple-licence software with concurrent user restrictions installed on a host or server system, there must be controls on the number of concurrent users to match the licence agreement.
- 1.03 For an enterprise-wide software licence, distribution of the software must be limited to employees of the enterprise.
- 1.04 Copying licensed software for other than backup purpose is strictly forbidden, and all original and backup copies of installation media must be controlled to prevent unauthorized copying.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that the enterprise fulfills its legal and contractual obligations regarding standard software licences.

3 SCOPE

- 3.01 This directive applies to all employees.

4 RESPONSIBILITY

- 4.01 All employees must verify that each installation of licensed software is in accordance with the software licence agreement with the software vendor.

5 DEFINITIONS

- 5.01 “**Software licence**” is an agreement between a software vendor and a user of the software that defines the conditions under which the user may use, copy, alter or distribute the software.

6 RELATED DIRECTIVES

- OCIO IT 2.03 – Recording IT Assets