**my company’s fundamental rules**

**1- Passwords.**

Do no share your password with anyone even your manager. Your password is your responsibility. Each password has to have at least four words and not less than two special characters to make it strong and complex, so no one can easily foresee it. You have to change your password twice a month. **(DO NOT EVER REUSE A PREVIOUS PASSWORD)**

**2- Internet (Wi-Fi).**

You are not allowed to use any Wi-Fi hotspot that does not belong to the company. The internet has to be highly protected and no one has access to it other than the employees. The internet has limited access, so no one can use YouTube, Twitter or Facebook…etc. Only one employee knows the Wi-Fi password, so he can connect all the employee’s devices without sharing the password with them. The Wi-Fi’s password has to be changed on a monthly basis.

**3- VPN.**

The company has a special VPN that no one can get into the company’s server without it. Each employee has to have this VPN settled in their devises. Only one employee knows how to settle the VPN.

**4- Laptops/Computers.**

Each employee will have a new laptop or computer from the company. You cannot take it with you home. You are not allowed to use it for any subjective things outside your work. You are not allowed to downlead or install anything into your device without permission. Do not connect any outside devises to your device. Each device has to have a strong password.

**5- Emails.**

Each employee will have a company’s email under his name. Do not share your company’s email with anyone outside the company. Do not use your company’s email to sign in to other websites. Do not open or send any unsigned messages. Do not click or open any link that does not have clear descriptions. Your email has to be as secret as your password.

**6- Different permissions/accesses.**

Each employee has different accesses and permissions. You are not allowed to change or to download any data without permission. Each employee has to ask his manager for permission when completing a task. Our access will be divided into four categories:

A- No accesses (cannot view or download any data).

B- Limited accesses (can view our data and have some accesses to the system).

C- Special accesses (Can view and download any data in the company and have more accesses than who has limited accesses).

D- Full accesses (Can view, download, edit and delete any data in the company with full accesse to the system).

**7- Data sharing.**

Do not share any data with any employee. Do not share data through email or any program. Do not show any data to anyone even your manager. Data must be deleted from your device after 24 hours of downloading it.

**8- Special signature.**

Each employee will have a signature code that can tell us who is the employee. This signature will appear after anything you do into the system, for example if you download or edit any data, your signature code will appear with the time and the place that you did the edit. You have to use your signature code with any email you send through the company, otherwise no one is going to reply to your email. Also, your signature code must not be shared with anyone outside the company.

**9- Ask first.**

If you are confused with a decision do not make your own choice, ask your manager first. Whenever you find something wrong do not try to fix it yourself, ask for help. Do not change or edit anything without permission, ask your manager first.

**10- Read more/Learn more.**

Each employee has to complete at least two or three intensive training courses in the first year. Check the company’s instructions before you do anything just to be in the safe side. Try to read and learn more about our security and privacy.

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Our security and privacy are of high priority so,

All instructions will be written and printed for each employee and any breach of these instructions is the employee's personal responsibility. We will not tolerate with anyone and whoever breaks any rule, the company will be taking the strongest penalties.