**1. Security Policy**

**Title:** Information Security Policy  
**Purpose:** To protect organizational data and assets from unauthorized access, disclosure, or destruction.  
**Policy:**

* All employees must use strong passwords and change them every 90 days.
* Two-factor authentication (2FA) is mandatory for accessing sensitive systems.
* Devices must be locked when unattended.
* Unauthorized software or hardware installations are prohibited.
* Security incidents must be reported to the IT department within 24 hours.