

Policy Management and Distribution Policy

Purpose: To define the procedures for managing and distributing security policies within the LECO IT department.

Scope: Applicable to all IT department and administrators involved in managing and interacting with security policies.

Policy:

- Administrators will upload and distribute security policies through the web application, ensuring that all employees can view, acknowledge, and download the policies.
- Employees must acknowledge the policies upon reading them, and the system will record this acknowledgment.
- Any updates to security policies must be communicated through the web application, with reminders sent to employees to review the updated policies.

Compliance: The system will track acknowledgments, and failure to comply with policy updates may result in further training or corrective actions.