

## **IT Policies**

### **Password Requirements:**

- Minimum 12 characters
- At least one uppercase, one lowercase, one number, and one special character

### **MFA:**

Multi-Factor Authentication is mandatory for all company systems.

### **Software Requests:**

All non-standard software installations must be approved by the IT department.

### **Device Lock:**

Devices must lock automatically after 5 minutes of inactivity.

### **Incident Reporting:**

Security incidents must be reported within 24 hours via the internal Helpdesk.