Use long passwords with a variety of numbers and symbols

Change passwords at random intervals
Or when a virus incident happens

Minimum of 1 month
Maximum of 6 months

Dont download unapproved software

Ad blocker pre-installed
When browsing the internet don't click on suspicious links or download unknown files

If you download an unknown file disconnect your computer from the network and report the issue to I.T.
No punishment
Fill out questionnaire
asking goal of download (if download on purpose)
Asking goal for being on the site
 what site was the download on

Email

Report all unexpected external emails
Or emails from suspicious sources

The email source will probably be blocked

If an incident happens

Identify which systems and devices were contaminated

Disconnect infected systems from all the network

Remove malicious software and fix vulnerabilities that allowed it to happen

Restore the system and confirm the system is safe to use again

Create measures so the incident isn't repeated