**Introduction**

This Password Policy outlines the minimum requirements for creating and using strong passwords for all employee accounts on [Company Name] systems and applications. Strong passwords are crucial for protecting sensitive information and preventing unauthorized access to our systems.

**2. Password Requirements**

* All passwords must be at least **12 characters** in length.
* Passwords must include a combination of the following character types:
  + Lowercase letters (a-z)
  + Uppercase letters (A-Z)
  + Numbers (0-9)
  + Special characters (!@#$%^&\*)
* Passwords cannot contain dictionary words, personal information (names, birthdays, etc.), or any part of your username.
* Passwords cannot be reused within the past 15 **attempts**.

**3. Password Management**

* Users are responsible for creating and maintaining strong passwords for their accounts.
* Sharing passwords with anyone is strictly prohibited.
* [Company Name] recommends using a password manager to help create and store strong, unique passwords for all your online accounts.

**4. Account Lockout**

* To prevent unauthorized access, your account will be locked after **5 consecutive failed login attempts**.
* If your account is locked, please contact the IT Helpdesk for assistance.

**5. Password Lifetime**

* To enhance security, you will be required to change your password every 180 **days**.
* The system will prompt you to create a new password before your current one expires.

**6. Security Awareness**

* Employees are encouraged to maintain good password hygiene by:
  + Avoiding common passwords and password phrases.
  + Being cautious of phishing attempts that try to steal your login credentials.
  + Reporting any suspicious activity to the IT department immediately.
  + Utilize a password manager

**7. Enforcement**

* Failure to comply with this password policy may result in disciplinary action, up to and including termination of employment.

**8. Review**

* This Password Policy will be reviewed and updated periodically to reflect any changes in technology or security best practices.

**9. Questions and Support**

* If you have any questions regarding this Password Policy, please contact the IT Helpdesk at [Phone Number] or [Email Address].

**By signing below, you acknowledge that you have read and understood this Password Policy and agree to comply with its provisions.**

**Employee Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_