Password Policy

1.0 Overview

Passwords are the gateway to user accounts. They are therefore very important in computer security.

2.0 Purpose

The purpose of this Policy is to ensure the security of the company while the creation of strong passwords, the protection of those passwords and the frequency of change.

3.0 Scope

This policy is intended for all employees with a company account.

4.0 Policy statements

4.1 Password Construction :
- All passwords must be at least 12 characters long.
- Passwords must contain a combination of upper and lowercase letters, numbers, and special characters.
- Not be a dictionary word or proper name

4.2 Password Deletion
- all passwords that doesn't respect 4.1 Password creation would be deleted.

4.3 Password Management
- All passwords have to be used only for one application

4.4 Two-Factor Authentication
- Users have to add an additional layer of security

4.5 Password Protection
- Don't reveal a password to anyone (including colleagues, managers or IT staff)
- Don't write your password on anything

4.6 System Lockout
- After 3 unsuccessful login attempts, the account will be locked for 15 minutes.

4.7 Enforcement
-Anyone that doesn't respect that policy may be subject to disciplinary action.

Password Policy

2.0 Overview

Social networks can put the company's image at stake, and the information transmitted by employees on this subject must be regulated.

2.0 Purpose

The purpose of this Policy is to ensure the security of the company through ensuring that employees do not share sensitive information on their social networks.

3.0 Scope

This policy is intended for all employees.

4.0 Policy statements

4.1 Personal use of social media
- Prohibition on transmitting sensitive information about the company
- ban on posting photos and videos on company premises
- No defame or disparage the Company, its staff or any third party
- ban on using the company logo in your personal posts

4.2 business Use of social media
- post on behalf of the Company in a social media environment when specifically authorised to do so by the Company.
- obtain manager approval
- repeatedly ensure the non-transmission of confidential information

4.7 Enforcement
-Anyone that doesn’t respect that policy may be subject to disciplinary action.