

# **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.

# **Social Media Security 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.