SNOWBE ONLINE Policy#SP-2
Security Training & Awareness

Michael Kohronas:

<Security Training & Awareness>

Version #3

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Policy

The Security Awareness and Training Policy establishes the requirements to assist any staff under SnowBe make smarter online decisions. Our staff is the front line of our security, and this policy will assist in providing training and guidance regarding the best online habits to stay protected. Overall, increasing the security of our staff by promoting safer online habits.

Scope

The Security Awareness and Training Policy establishes learning materials for company staff to identify social engineering, spear phishing, and phishing attacks and learn how to create strong passwords. In addition to this it will also show how to report potential threats to the security team. This will apply to any staff, contractors, or interns working with SnowBe.

Definitions

Access Control – Locking down certain applications and devices to prevent anyone who isn't supposed to view the information from seeing it.

Password – A hidden combination of letters, numbers, or symbols which is used as a key to unlock a locked device or software.

Phishing – A generic message sent that can relate to many people trying to lure people into a trap. With the purpose of exploiting the user and stealing private data or money.

Spear Phishing – A message tailored and crafted towards a certain company or even person. These are much more personalized with the same malicious intent as a Phishing attack.

Roles & Responsibilities

All Employees, contractors, or interns – Be vigilant of phishing or spear phishing attacks and report any suspicious messages to the IT department. Also ensure a strong password is used 16+ digits.

CISO – Oversee the development, implementation, and maintenance of the security training awareness training policy.

IT Security team – Ensure all staff is following the security awareness training and review any suspicious emails or events brought to their attention by staff.

Policy

A security awareness training policy aims to ensure there is a consistent educational baseline across an organization's workforce as it relates to information security. In particular, organizations use SAT policies to:

Training Requirements – All new employees, contractors, and interns must complete the security training provided. All training is due within 30 days of hire or 30 days from when it was assigned to you. Existing employees are required to complete this training if they haven't already.

Training Content – Understanding social engineering attacks, phishing/spear phishing attacks, safe internet and email usage, and best password practices.

Training Delivery and Monitoring – Training courses will be available on SnowBe employee site. These training courses are required within 30 days and the IT team can actively monitor your progress.

Exceptions/Exemptions

Exceptions to this Policy will be considered on a case-by-case basis and do not guarantee approval. To request an exception, please submit a written request to the IT Director outlining the following:

How to Request Exceptions/Exemptions?
To request an Exception or Exemption from a Policy that is in place please message ITDirector@SnowBe.com with the following format:

What Exception/Exemption are you requesting?

Why are you requesting this Exception?

How long are you requesting this Exception/Exemption for?

The IT Director, in consultation with relevant stakeholders, will review the request and determine if an exception can be granted. The decision will be based on the potential impact on security, the justification provided, and the availability of alternative secure solutions. Exceptions/Exemptions are subject to change at any point in time to strengthen security posture

Enforcement

The failure to comply with policies, Policys, or Policys will result in a warning or disciplinary action depending on the severity of the infraction.

Version History Table

Version #	Implementation Date	Document Owner	Approved By	Description
v1	06/06/2024	Michael Kohronas		Added the exception and exemption and enforcement as a group
V2	06/07/2024	Michael Kohronas		Fixed issues with text size and font, added name and date to header,
V3	06/24/2024	Michael Kohronas		Added all information for the Training and Awareness Policy

Citations

https://www.vsu.edu/files/docs/policies/6000/6530-security-awareness-training.pdf

https://caniphish.com/free-templates/security-awareness-training-policy#How