Updated Policy and Procedure

This updated policy and procedure document outlines the steps and guidelines for maintaining a secure cyber environment within the organization. It has been revised to reflect best practices, the latest cyber security protocols, and improvements based on feedback from recent discussions.

# Gaps and Areas for Improvement

The following gaps have been identified and addressed in the updated policy:  
- Policies were not easily accessible during security incidents.  
- A lack of specific security practices for remote and personal devices.  
- Need for regular updates to the procedures to reflect evolving cyber threats.

# Feedback on Current Policy

Feedback on the current policy highlights the need for improvements in the following areas:  
- Some employees found the policy difficult to navigate during an incident.  
- There was insufficient guidance on handling breaches in a remote working environment.  
- The existing policy could be updated more regularly to address new security risks.

# Suggested Improvements to Policy and Procedure

The following updates and changes are recommended to improve the policy and procedure for cyber security:  
- Make policies and procedures easily accessible through a centralized online portal.  
- Update policies regularly to include new cyber security trends and threat intelligence.  
- Provide specific guidelines for remote workers and personal device usage.  
- Introduce clearer incident reporting protocols and escalation procedures.