

Security Awareness Training Policy

Purpose: To enhance the knowledge of IT staff on cyber security threats, best practices, and compliance requirements.

Scope: All IT department members of LECO must participate in regular security training.

Policy:

- IT staff must complete security awareness training modules covering topics like phishing, social engineering, and access control.
- The application will track and report the progress of employees, ensuring that everyone completes the required training within set deadlines.
- Failure to complete the training within the specified time frame may result in temporary suspension of access to sensitive systems.

Compliance: Each employee must adhere to these training guidelines, and their progress will be monitored by their supervisors.