Prompt: Generate a policy for password policy.

Here is a sample **Password Policy** suitable for most organizations. You can adapt this for internal use, employee handbooks, or IT security policies:

**Password Policy**

**1. Purpose**  
The purpose of this policy is to establish a standard for the creation, protection, and management of strong passwords to prevent unauthorized access to company systems and data.

**2. Scope**  
This policy applies to all employees, contractors, vendors, and any individual with access to [Company Name] systems, applications, or data.

**3. Policy**

**3.1 Password Creation**

* Passwords must be at least **12 characters** in length.
* Must include **at least one uppercase letter**, **one lowercase letter**, **one number**, and **one special character** (e.g., !, @, #, $).
* Must **not contain the user's name**, username, or other easily guessed information.
* Use of **passphrases** (e.g., a sentence or phrase) is encouraged when supported.

**3.2 Password Management**

* Passwords must be **changed every 90 days**.
* Reuse of the **last 5 passwords** is not allowed.
* Users must **not share passwords** or write them down in accessible locations.
* Passwords must be stored only in **approved password management tools**.

**3.3 Account Lockout**

* After **5 failed login attempts**, the account will be locked for **15 minutes**.
* Users must contact IT to unlock accounts if needed.

**3.4 Multi-Factor Authentication (MFA)**

* MFA is **required** for all remote access, privileged accounts, and systems containing sensitive data.

**3.5 System Responsibilities**

* All systems must enforce the password complexity and expiration rules outlined in this policy.
* Default passwords must be changed immediately after installation.

**4. Enforcement**  
Violations of this policy may result in disciplinary action, up to and including termination of employment or termination of contract.

**5. Review and Updates**  
This policy will be reviewed **annually** and updated as necessary to ensure compliance with best practices and regulatory requirements.