

## **Blue Horizon Office Supplies**

### **1. Password Requirements**

- Minimum 12 characters
- Use 3–4 word passphrases
- Include uppercase, lowercase, digits, and symbols
- Avoid personal information

### **2. Prohibited Practices**

Employees must NOT:

- Share passwords
- Write them on paper
- Reuse passwords across systems
- Store passwords unprotected

### **3. Password Manager Usage**

All employees must:

- Store passwords securely
- Use password generator tools
- Sync vaults across work devices

### **4. Multi-Factor Authentication (MFA)**

Mandatory for:

- Email
- Finance systems
- Supplier portals
- Cloud storage

### **5. Password Rotation**

- High-risk accounts: every 90 days

- Standard accounts: annually or after breach

## 6. Incident Response

If a password is suspected of being compromised:

- Change immediately
- Notify IT/security team
- Log out of all active sessions