

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