

Company Name

Password Protection Policy

Month – 2022

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Password Protection Policy

Overview

Passwords are crucial step of network security. Unlicensed or unofficial manipulation of COMPANY resources may come from improper selection of password. All necessary precautions must be considered by all users including contractors and vendors to safeguard COMPANY credentials to avoid fraudulence.

Purpose

The policy is designed to mark a standard for creating secure passwords, protecting those passwords, and changing them habitually.

Scope

The policy concerns all those engaged personals including the vendors, contractors, stakeholders and associated who have the access to or are accountable for the COMPANY's sensitive information whether public or private.

Password Requirement

Password Creation Guideline

All accountable personals must consider following instruction to create an effective password:

- a. The password must not include any portion of the user's name or login credentials.
- b. The password for the COMPANY account must be different from other non-COMPANY access.
- c. The password should include at least eight (8) characters.
- d. The characters in the password should be from following categories:
 - Uppercase English characters (A to Z)
 - Lowercase English characters (a to z)