📝 Access Control Policy

Version: 1.0
Effective Date: April 2025

Purpose

To establish standards for granting, managing, and revoking access to company systems and data.

Scope

Applies to all users, systems, and applications that require access to company information resources.

Policy

- Access will be granted based on least privilege and business need.

- Role-based access will be reviewed quarterly.

- MFA is required for all administrative or sensitive systems.

- Terminated users will have access revoked within 24 hours.

- Shared accounts are prohibited except where explicitly authorized and logged.

Enforcement

Violations may result in suspended access or disciplinary action.