



# Password Management Policy

**Version:** 1.0

**Effective Date:** April 2025

## Purpose

To establish standards for the creation, maintenance, and protection of passwords used to access company systems.

## Scope

Applies to all users and systems requiring authentication.

## Policy

- Passwords must be at least 12 characters and include a mix of uppercase, lowercase, numbers, and symbols.
- Passwords must not be reused within 12 cycles.
- Passwords must be stored securely using a password manager.
- Default passwords must be changed before use.
- MFA must be used where available.

## Enforcement

Failure to follow password requirements may result in account suspension.