Security Policy Document

1. Password Policy: Employees must use strong passwords with a minimum of 8 characters, including numbers and symbols.

2. Data Protection: Confidential data must not be shared outside the company without authorization.

3. Email and Internet Usage: Company email must be used for business purposes only. Inappropriate usage of internet is prohibited.

4. Confidential Information: Employees are prohibited from disclosing confidential company information without management approval.