Item	Yes	No	Impact	Likelihood	Risk	Score	Impact	Likelihood
Safeguards						0	No impact	Not likely
Do you have policies to train employees to identify false messaging?						1	Negligible	Small likelihood
Do you have policies to train employees to understand how to report red flags to IT?						2	Minor impact; major business operations are not impacted	Somewhat likely
Is access to your office controlled either by security or reception desk, sign-in log, access badges, or similar?						3	Some business operations are impacted; small costs are incurred.	Likely to occur
Do you conduct Background Checks for employees and contractors?						4	Loss of all business operations, significant costs incurred, loss of data, loss of customer trust	Very likely
Are your electronic devices physically secured?						5	Loss of all business operations for extended period, system crash, data corrupted; tremendous costs	Highly likely
Do you use a physical lock secure electronic devices?								
Do your employees wear an ID badge with a current photo?								
Do you require strong unique passwords?								
Do you create a unique user account and username for each individual?								
Are all user accounts and their privileges documented and approved by someone authorized to do so?								
Are policies and procedures clearly outlined?								

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Are user accounts, especially those with admin accounts, removed when no longer required?					
Do you use only one approved remote access method?					
Do you give remote access only to authorized users?					
Do you give unique credentials to each remote user instead of using a common account?					
Is system access limited based on roles and needs?					