

Company IT Security Guidelines

1. Passwords

- Minimum 12 characters, mix of cases, numbers, symbols.
- Change every 90 days; never reuse old passwords.

2. VPN Usage

- Mandatory for all off-site access.
- Disconnect when idle to reduce risk.

3. Public Wi-Fi

- Avoid when possible; VPN required if unavoidable.
- Never access sensitive data on open networks.

4. Device Security

- Company devices must run endpoint protection.
- Lock screen when away; enable disk encryption.

5. Data Handling

- No downloading confidential files to personal devices.
- Use encrypted channels for file transfer and email.