

## **Device Security**

- You are responsible for the security of your hand-held device as well as its content. Do not share your personal passwords with tenants or your co-workers.
- Never share content or passwords related to the network or operating systems for EPIC Property Management. Any violation is considered a serious breach of security and you may be liable for any secure information that is compromised including financial costs and up to termination of your employment.
- Be sure to change your passwords for all systems and applications when required and do not store password information where it can be obtained by anyone other than yourself.
- Under no circumstances is it acceptable to provide anyone not employed by EPIC PM with network information and such infractions will be considered as cause for termination and possible criminal prosecution.
- Do not share your personal security code for entry to the building/properties or the alarm code. Any office security codes will be provided by your direct supervisor or the Property Manager.