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1 Introduction

In this document,we spend some words on policies in IT , what is a policy, why we have them, and how many

2 What is a policy?

A policy is a defined set of *rules* every employee in a *company* has to follow Without this essential component there is no chance to have some sort of guidance and understand what it allowed and what it isn't. Some people might try to play safe and go by common sense but they might be mistaken in some of their decisions or actions

Every employee has a *handbook* showing them all

3 why we have them?

The reason why we have them is to have a regulated working environment and be able to deal with Ministry of Defence

4 Type of policies