IT and Security Policy

This document defines Acme Corporation's standards for IT usage and information security.

Acceptable Use

Company systems and devices must be used for business purposes only. Personal use should be minimal and not interfere with work duties.

Password Policy

Passwords must be at least 12 characters long, containing upper and lower case letters, numbers, and symbols. Passwords should be updated every 90 days.

Data Protection

Employees must ensure that all confidential data is stored securely and not shared with unauthorized parties.

Email and Internet Use

Employees are expected to use company email and internet access responsibly. Downloading unauthorized software is prohibited.

Device Security

All company-issued devices must have approved security software installed and enabled at all times.

Incident Reporting

Any suspected data breach or IT security incident must be reported immediately to the IT department.