Password Policy

Purpose

The purpose of this policy is to ensure that strong and secure passwords are used by all members of the company to protect systems and data from unauthorized access.

Scope

This password policy is applicable to all employees, interns, investors, and contractors who access systems and data within the company.

Rules

- Password must be at least **8 characters** long.

- Password must include **letters, numbers, and special characters**.

- Password must **not be shared** with others.

- Password should **not be reused**.

- Password should be changed every **60–90 days**.

- **Multi-Factor Authentication (MFA)** should be enabled where possible.

Responsibility

All users are responsible for keeping their passwords confidential and following the rules defined in this policy.

Conclusion

By following the above-mentioned rules, the company can protect its systems and data and prevent unauthorized access.