Policy ID: POL-040
Title: Information Security Policy
Version: 1.0
Effective Date: 2025-01-01
Section 1: Purpose
This policy outlines the rules and expectations regarding access control, system protection, and cybersecurity standards across all business units.
Section 2: Scope
This applies to employees, contractors, and authorized third parties interacting with company systems or information.
Section 3: Key Requirements
• Passwords must be at least 14 characters long.
• All violations must be reported within 1 hours.
• Records must be retained for a minimum of 3 years.
• Gifts above $100 are prohibited.
• Standard working hours are 9:00 AM to 6:00 PM, unless otherwise approved.
Section 4: Enforcement
Non■compliance may result in disciplinary action, access revocation, or legal escalation.
Section 5: Contacts
Questions about this policy should be directed to compliance@company.com.