Company Security Policy

Last Updated: November 24, 2025 | Version 3.2

OVERVIEW

This document outlines security requirements for all employees.

PASSWORD REQUIREMENTS

All employees must follow these password guidelines:
1. Minimum 12 characters
2. Include uppercase, lowercase, numbers, and symbols
3. Change passwords every 90 days
4. No password reuse for 12 previous passwords

TWO-FACTOR AUTHENTICATION

Two-factor authentication (2FA) is required for:
 - Email accounts
 - VPN access
 - Cloud services
 - Database systems

INCIDENT REPORTING

Report security incidents within 24 hours:
 - Email: security@company.com
 - Phone: 555-123-4567
 - Portal: https://security.company.com/report

Contact: security@company.com