

Acceptable Use

Acceptable Use Policy

- Personnel are often required to read and acknowledge acceptable use policies.
- An acceptable use policy will define the purpose of IT systems, how users can access them, and the responsibilities of users when accessing the systems.
- Defines what is acceptable and not acceptable, as well as penalties for performing non-acceptable activities.



Code of Ethics

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- Within a company, a code of ethics is intended to serve as a guide for employees for daily professional conduct.
- A code of ethics is used to:
 - ✓ Define or describe minimum acceptable behavior
 - ✓ Promote high standards of practice
 - ✓ Establish a framework for professional behavior
 - ✓ Provide a standard for self-evaluation



Mandatory Vacations

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- Commonly implemented to reduce malicious activity such as fraud or embezzlement.
- Ensure that someone gets out of the office for a period of time, requiring someone else to perform their job.
- The goal is to reduce the incidents of fraud or embezzlement.
- If an employee knows that someone else will be covering their work for a period, they also know the risk of being discovered is much higher.



Separation of Duties

Separation of Duties

- A principle that prevents any one person or entity from being able to complete all the functions of a critical or sensitive process.
- It restricts the amount of power held by any one individual and puts a barrier in place to prevent fraud that may be perpetrated by one individual.



Job Rotation

Job Rotation

- A concept that has employees rotate through different jobs to learn the procedures and processes in each.
- Knowledge is shared with multiple people, and no one person can retain explicit control of any process or data.
- It reduces the risk of collusion between individuals, detects errors, and prevents fraud.



Education and Training

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- Helps personnel **understand** their responsibilities related to security!
- Training needs to be targeted to different groups within a company:
 - Management Training
 - Technical Training
 - End-User Training

