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Employee Password Policy

Document version 1.0.4

# Password Management

Every employee must use the password manager “**pmanager”** available on the internal file server to generate the password you will use on the premises.

**If this password were to be compromised or exposed, you have to contact your local IT department ASAP!**

Your Ubuntu workstations come pre-installed with this software, you can run it by typing “**pmanager**” (without quotes) in your terminal application.

It should prompt you with :

Username :

User id :

Your username is the username you have been given at your arrival (usually lastname ou first\_letter\_of\_first\_name + lastname) and the one that has been configured on your personal workstation. You can enter the command “whoami” to find this information.

Your user id is your employee id. It should be displayed on the barcode of your badge and in the documentation you have been sent by your IT department at your arrival.

# Password Protection Standards

Do not use your User ID as your password. Do not share POWERZIO’s passwords with anyone,

including administrative assistants or secretaries. All passwords are to be treated as sensitive,

Confidential POWERZIO information.

Here is a list of “do not’s” :

• Don’t reveal a password over the phone to anyone

• Don’t reveal a password in an mail message

• Don’t reveal a password to the boss

• Don’ talk about a password in front of others

• Don’t hint at the format of a password (e.g., “my family name”)

• Don’t reveal a password on questionnaires or security forms

• Don’t share a password with family members

• Don’t reveal a password to a co-worker while on vacation

• Don’t use the "Remember Password" feature of applications

• Don’t write passwords down and store them anywhere in your office.

• Don’t store passwords in a file on ANY computer system unencrypted.

If someone demands a password, refer them to this document or have them call your local Information Security Officer (ISO).

If an account or password is suspected to have been compromised, report the incident to IT and change all passwords.

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