

Security Awareness Training Policy

Our organization trains all employees and contractors on security awareness during onboarding and on an ongoing basis. The training program covers key areas such as phishing prevention, password hygiene, data handling, insider threat recognition, and compliance with applicable regulations. Annual refresher courses and regular simulated phishing exercises are conducted to reinforce knowledge. Employees are required to acknowledge completion, and training progress is tracked and audited for compliance purposes. Contractors are required to complete the same program before gaining access to company resources. This ensures all personnel remain vigilant and informed about evolving security threats and best practices.