

Company Policies 2026

Security Policy

All employees must follow these security guidelines:

- Use strong passwords with at least 12 characters
- Enable two-factor authentication on all accounts
- Never share login credentials with others
- Report suspicious emails to security@company.com
- Lock your computer when away from your desk

Data Privacy Policy

Customer data must be handled according to GDPR regulations. Personal information should only be accessed when necessary for job duties. Data retention period is 7 years for financial records and 3 years for general correspondence.

Travel and Expense Policy

Business travel must be pre-approved by your manager. Expense reports should be submitted within 30 days of travel. Maximum per diem rates are listed in the table below.

City Category	Hotel/Night	Meals/Day
Tier 1 (NYC, SF, London)	\$350	\$100
Tier 2 (Chicago, Boston)	\$250	\$75
Tier 3 (Other)	\$150	\$50