

# 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