Today, I will write about IT security and safety rules at the workplace. First, I always switch off my computer after work. And second, I don’t use personal email for work. More importantly, I must change my password at least twice a month and include letters and numbers in my password. Third, I don’t use illegally copied antivirus software and back up data at least twice a month. Finally, I use a secure channel to discuss work. That’s any security and safety rules at my workplace. Thanks for reading.