

Company Security Guidelines

Department: IT

Version: 1.0

Effective Date: March 15, 2025

Objective:

To protect company assets, data, and networks against unauthorized access.

Key Guidelines:

1. Password Policy

- Minimum 12 characters, includes uppercase, lowercase, number, and symbol.

2. Data Protection

- All sensitive data must be encrypted at rest and in transit.

3. Device Security

- Laptops must be locked when unattended.
- No external USB devices allowed without IT approval.

Approved by: IT Security Team