

# Company Cyber Security Policy Template

## 1. Introduction

Our company is committed to maintaining a secure cyber environment to protect our employees, customers, and sensitive data. This policy outlines the guidelines and procedures that all employees must follow to ensure the security of our digital assets.

## 2. Password Management

Employees are required to create strong, unique passwords for all company accounts and systems. Passwords should be changed regularly and never shared with others. For more information on creating secure passwords, please refer to this article from the National Institute of Standards and Technology: <https://www.nist.gov/itl/tig/back-basics-passwords>.

## 3. Data Protection

All employees are responsible for safeguarding company data and preventing unauthorized access. Data should only be accessed on secure networks and devices, and sensitive information should never be stored on personal devices. For more information on data protection best practices, please refer to this guide from the Cybersecurity and Infrastructure Security Agency: <https://www.cisa.gov/data-protection>.

## 4. Phishing Awareness

Employees should be vigilant against phishing attempts and never click on suspicious links or provide personal information in response to unsolicited emails. Training on identifying phishing emails is available through our company's cybersecurity awareness program.

## 5. Reporting Security Incidents

Any employee who suspects a security incident or breach must report it immediately to the IT department. Prompt reporting is essential for mitigating the impact of security incidents and preventing further damage.

## 6. Compliance

Failure to comply with this cyber security policy may result in disciplinary action, up to and including termination of employment. It is essential that all employees take their responsibility for cyber security seriously and follow these guidelines at all times.

We appreciate your cooperation in maintaining a secure cyber environment for our company. If you have any questions or concerns about this policy, please contact the HR department for assistance.

