Employee Cyber Awareness Policy

Cybersecurity is a **shared** **responsibility**.  
This policy outlines the key expectations for all employees to help protect company data, systems, and customer information from cyber threats.  
**All employees** must follow these guidelines to ensure a **secure** working environment.

1. **Passwords & Account Security**

* Use **strong, unique passwords** for all work related accounts.
* Enable Multi-Factor Authentication (MFA) on all critical accounts, including email, financial, and administrative access.
* **Never share** passwords or write them down in an insecure location.

1. **Email & Phishing Awareness**

* Be cautious of unexpected emails requesting sensitive information.
* **Do not click** on suspicious links or open attachments from unknown senders.
* **Report phishing** attempts and suspicious emails to IT/security immediately.

1. **Device & Data Security**

* Keep company devices updated, **locked, and secured** when not in use.
* Only install **approved** software and applications on work devices.
* **Avoid** public Wi-Fi for work tasks unless connected through a company-approved VPN.

1. **Data Protection & Confidentiality**

* Access **only** the data necessary for your role.
* Store sensitive files in company approved **secure** locations (e.g., encrypted cloud storage).
* **Do not** use personal email or external cloud services to store or send work-related data.

1. **Incident Reporting**

* **Immediately** report any security breaches, lost/stolen devices, or unusual activity to the IT/security team.
* If you suspect a security threat, report it to IT/security immediately, **do not** take independent action

**Employee Statement:**

I **acknowledge** that I have read and understand this Cyber Awareness Policy.

I **agree** to follow these guidelines to help maintain a secure work environment.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_