

Password Policy

1. Purpose

The purpose of this policy is to ensure that all employees follow secure password practices to protect company systems, data, and accounts from unauthorized access.

2. Password Requirements

All user passwords must meet the following requirements:

- Minimum **8–12 characters long**
- Must include at least **one uppercase letter (A-Z)**
- Must include at least **one lowercase letter (a-z)**
- Must include at least **one number (0-9)**
- Must include at least **one special character (! @ # \$ % & *)**
- Do not include your name
- Company name in the passwords
- Do not share passwords with anyone.