

<Your Company Name>

Security Awareness Policy

1.0 Purpose

Maintaining a secure environment requires the efforts of all employees at *[insert your company name here]*. With this in mind *[insert your company name here]* shall create an environment that promotes and tests the knowledge of Industry-accepted security best practices.

2.0 Scope

This policy covers *[insert your company name here]* commitment to identify and implement security controls, which will keep risks to information system resources at reasonable and appropriate levels.

3.0 Policy

Employees who have access to *[insert your company name here]* Information Systems must understand how to protect confidentiality, integrity, and availability of information systems.

The Company will develop, implement, and regularly review a formal program for providing security training, education and awareness to all of its employees.

Employees will be provided with regular training, supporting reference materials, and reminders to enable them to be able to perform their part in protecting *[insert your company name here]* Information Systems. Such training may be provided reference materials, email reminders and newsletters, and online training if appropriate. The training will include, but is not limited to:

- All *[insert your company name here]* latest security policies, procedures and standards.
- The secure use of *[insert your company name here]*, Inc.'s systems
- Known significant risks to *[insert your company name here]* Information systems and data.
- *[insert your company name here]*' legal and business responsibilities for protecting its information systems and data.
- Security best practices (i.e. Password Policy, Acceptable Encryption Policy)
- Security controls in place that employees may need to be aware of.

As part of the training, *[insert your company name here]* employees and managers must read, confirm their understanding, and agree to comply with *[insert your company name here]* guidelines prior to being granted access to *[insert your company name here]* infrastructure.

All *[insert your company name here]* security policies and procedures are readily available for reference and review by employees and management within the Security Policies

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

| Term | Definition |
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6.0 Revision History