

Jake Fagan

CYSE 200T

1/28/2020

Company policy:

1. Every employee is required to work a minimum 40-hour work week (5-hour workdays).
Penalties include hour roll over (i.e. you work 35-hours one week, you'll have to work 45 hours the next).
2. In addition, no outside or non-company devices are permitted in the building at all time as it can create a risk of security breach. Penalties include discharge from the company with a fine greater than \$10,000

Awareness policy:

1. The use of passwords must be strong in length and in validity. Example of a weak password in length and validity would be Password1234. Penalties include \$500 and possible discharge.
2. Sensitive information is only to be viewed and/or discussed with the companies building. Penalties include fines greater than \$10,000 and immediate discharge from the company
3. All employees must maintain an organized and health workspace. All food must be consumed in the break room. Penalties include \$250 fine.
4. Internet and email access- all email and internet access should be used for work purpose only. Do not open any emails with/without links from outside the company as it may contain malware. Any outside purpose could result in a \$1,000 fine up to discharge.

Training policy:

1. All employees are required to attend one training session every one to two months to stay up to date and confirm understanding of the listed policies. Penalties include suspension until training is completed, failure to complete training may result in discharge.

Education:

1. All Employees are required to have a 4 year degree related to information technology sciences, if an employee wishes to pursue a 5 or 6 year degree the company will pay full expenses as long as the employee continue to work 2-5 years for the company as a return.