

Information Technology Security Policy

All computer users will be issued unique sign-on codes for use of the company computer system.

Users may not share their sign-on codes or passwords.

Passwords must be changed at least every 90 days, or whenever the user believes a password may have been compromised. Passwords may not be written down.

Users of the computer/IT system must not disable firewalls, anti-virus, or anti-spyware without written permission from the IT staff. This permission will be granted only in extreme cases that might be required to complete specific tasks.

Disciplinary actions may be taken against employees for misuse or abuse of the company's computers or violation of this policy.

By signing below, the user acknowledges an understanding of the policy described above, and agrees to comply with said policy.

Employee Signature

Date of Signature

A copy of this acknowledgement will be retained in the employee's file or the company's training records.

Policy Revision Date: