



IT Equipment & Password Policy Statement

Employees at Imperial Ductwork Services Ltd must access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of IT's strategy to make sure only authorised people can access those resources and data. All employees who have access to any of those resources are responsible for choosing strong passwords and protecting their log-in information from unauthorised people.

The purpose of this policy is to make sure all IDSL's resources and data receive adequate password protection. This policy covers all employees who are responsible for one or more account or have access to any resource that requires a password.

Password Creation

- All passwords should be reasonably complex and difficult for unauthorised people to guess. Employees should choose passwords that are at least thirteen characters long. These requirements will be enforced through group policy when possible.
- In addition to meeting the above requirements, employees should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For example, choices like; "password", "password1" and "Pa\$\$wOrd" are equally bad from a security perspective.
- A password should be unique, with meaning only to the employee who chooses it. That means dictionary words, common phrases and even names should be avoided. One recommended method of choosing a strong password that is still easy to remember; Pick a phrase, take its initials and replace some of those letters with numbers and other characters and mix up the capitalisation. For example, the phrase "This may be one way to remember" can become "TmBOWTr!".
- Employees must choose unique password for all their company accounts, and may not use a password that they are already using for a personal account.
- All passwords must be changed regularly, with the frequency varying based on the sensitivity of the account in question. This requirement will be enforced using software when possible.
- If the security of a password is in doubt – for example, if it appears that an unauthorised person has logged in to the account – the password must be changed immediately.
- Default passwords – such as those created for new employees when they start or those that protect new systems when they're initially set up – must be changed as quickly as possible.

Protecting Passwords

- Employees may never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants, IT staff members, etc.
- Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- Employees should take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information.
- Employees must refrain from writing passwords down and keeping them at their workstations. See above advice on creating memorable but secure passwords.
 - Employees may use password managers which have been authorised by IT and a senior director.

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