Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	12/22/2025
Reviewed By: -	IT Manager	12/22/2025
Approved By: -	VP	12/22/2025

Dear All,

To strengthen information security and protect organizational data, the following **Password Policy** is applicable to **all users** with immediate effect. This policy applies to **all Internal & External Applications**, including but not limited to **CRM systems, Microsoft Teams, Email, VPN, ERP, Cloud portals, and any other tools used by the organization**.

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1. Password Complexity Requirements

All passwords **must be strong and complex**. Each password must:

- Be at least **10–12 characters long**
- Include **at least one uppercase letter (A–Z)**
- Include **at least one lowercase letter (a–z)**
- Include **at least one number (0–9)**
- Include **at least one special character** (e.g., @ # $ % ! ^ & *)

❌ **Do NOT use weak or common passwords**, such as:

- Admin@123
- Test@123
- Password@123
- Welcome@123
- Your name, username, mobile number, or date of birth

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2. Password Reuse Policy

- Passwords **must not be reused** across different applications.
- Do **not reuse your last 3/5 passwords**.
- Personal passwords (e.g., Gmail, social media) **must not be used** for official systems.

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3. Password Change & Expiry

- Passwords must be changed **at least every 60 days**, or as prompted by the system.
- Passwords **must be changed immediately** if compromise or suspicious activity is suspected.

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4. Account Security

- **Do not share your password** with anyone, including colleagues or IT staff.
- IT Team will **never ask for your password** via email, call, or chat.
- Enable **Multi Factor Authentication (MFA)** wherever available (e.g., Microsoft Teams, Email, CRM).

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5. Storage & Handling

- Do not write passwords on paper or store them in unsecured files.
- Use only **approved password managers**, if required.
- Always **log out** from applications when not in use, especially on shared systems.

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6. Compliance & Violation

- Non-compliance with this policy may result in:
    - Temporary account suspension
    - Mandatory password reset
    - Disciplinary action as per organizational policy

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7. Support

For password reset or security related assistance, please contact the SoftTech **IT Support Team**.

Your cooperation is essential to maintain the security and integrity of our systems.