[Insert Company Name and Logo]	
Title: Security Awareness Training	**P&P #:**
Approval Date:	**Review:**
Effective Date:	**Security Team**

Purpose: This policy will limit the exposure and possible effects of common threats to the systems.

Scope: The policy applies to all employees and other workforce members (whether paid, contractor or volunteer) authorized with access to [Company name] information systems.

Definitions:
1. User: any employee or other person authorized by [Insert Company name] to read, enter or update information created within, or transmitted across, the organization's information system network.

Procedure:
1. The Security Officer will be responsible for implementing and ensuring this policy is followed by all employees and other workforce having access to [Company name] information systems generally, and specific to the needs of each role in the organization.
2. The Security Officer may create a Security Awareness Training Team to help implement the training.
3. The security awareness training for workforce members should focus on:
   a. Employee responsibility for computer security
   b. Impact of unauthorized access
   c. Address the quickly and ever-changing data security threat environment
   d. Creating strong passwords
   e. How to properly maintain workstations
   f. Ways to avoid malicious software
   g. Informing users of email and Internet access policies, including:
      i. Tools used to monitor usage
      ii. How to identify social engineering tactics
      iii. Social media usage
   h. Physical security
   i. Reporting procedures
   j. Emergency procedures
4. The security awareness training for system administrators should include:
   a. Training on how to configure systems securely
   b. Education on user account management policies
   c. Secure remote access for support of systems
5. New employees will be required to take this training within the first [month] of employment.

6. Training will be conducted annually, during a time specified [Insert Specified timeframe (eg. First week of March)] by the Security Officer/ Security Awareness Training Team.
7. The Security Officer/ Security Awareness Training Team implements weekly/monthly security training updates.
   a. All users are required to read these updates and implement any changes.

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

Attachments: None

Related Policies:

None

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