



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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