

3. [Insert Company name] provides periodic training and awareness to its workforce members about guarding against, detecting, and reporting malicious software. Training and awareness for workforce members on protection from malicious software will include, for example, the following topics:
 - a. How to discover malicious software
 - b. How to report malicious software
 - c. How to discover malicious software fraud
 - d. How to keep from downloading or receiving malicious software including not opening or launching email attachments that may contain malicious software
 - e. How to use anti-malicious software appropriately.

VIOLATIONS:

Any known violations of this policy should be reported to the Security Officer. Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with documented procedures, up to and including termination.

[Insert Company name] may advise law enforcement agencies when a criminal offense may have been committed.

Attachments: None

Related Policies: None

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