

# Security Awareness Training Policy

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Effective Date

Version

Policy Owner

Approved by

Next Review Date

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## 1. Purpose

("**Company**") is committed to protecting its information, systems, customers, personnel, and business operations from security threats. This Security Awareness Training Policy establishes the Company's requirements for security awareness education and training so that Covered Personnel can recognize, prevent, and report security risks.

## 2. Scope

This Policy applies to all employees, officers, directors, temporary workers, contractors, consultants, interns, and other individuals who access, process, store, transmit, or otherwise handle Company information or Company systems ("**Covered Personnel**").

This Policy applies regardless of whether access is provided through Company-owned, personally owned, remote, mobile, or third-party systems.

## 3. Policy Statement

The Company requires Covered Personnel to complete security awareness training appropriate to their role and level of access. Training is intended to promote informed, responsible handling of Company information and to reduce the risk of unauthorized access, fraud, data loss, malware, phishing, social engineering, and other security incidents.

Security awareness training does not replace the Company's technical, administrative, or physical security controls. Covered Personnel must follow all applicable Company policies, procedures, and security instructions at all times.

## 5. Training Content

Security awareness training may cover topics including password and account security, multi-factor authentication, phishing and social engineering, malware and ransomware, safe internet and email use, mobile-device security, remote-work practices, secure handling of sensitive information, data classification, physical security, incident reporting, and the use of approved Company systems and tools.

Training content must be reasonably relevant to the Company's operations, the risks faced by Covered Personnel, and the responsibilities associated with each participant's role.

## 6. Phishing Simulations and Security Testing

The Company may conduct phishing simulations, awareness assessments, and other reasonable security exercises to evaluate the effectiveness of training and identify areas for improvement.

Results may be used to provide coaching, assign additional training, improve Company safeguards, and address repeated failure to follow security requirements. The Company will administer these activities in a manner consistent with applicable employment practices and internal procedures.

## 7. Reporting Security Concerns

Covered Personnel must promptly report suspected phishing attempts, lost or stolen devices, unauthorized access, accidental disclosure of information, suspicious activity, malware alerts, or any other potential security incident through .

Covered Personnel must not attempt to conceal, delete, alter, or independently investigate suspected security incidents unless authorized to do so by the Company. Prompt reporting is required even when the individual is unsure whether an incident has occurred.

## 8. Completion Records

The Company may maintain records of assigned training, completion dates, assessment results, acknowledgments, and related follow-up actions. These records may be used to confirm compliance, assess training effectiveness, and support internal audits or security reviews.

## 9. Responsibilities

The  is responsible for maintaining the security awareness training program, selecting or developing training materials, monitoring completion, and updating training requirements as needed.

Managers are responsible for supporting timely completion of assigned training by personnel under their supervision.

Covered Personnel are responsible for completing required training by the assigned deadline, applying the training in their work, and reporting security concerns promptly.

## 10. Noncompliance

Failure to complete required training or comply with this Policy may result in corrective action, up to and including suspension of system access, removal from assigned duties, termination of employment or engagement, or other action permitted by applicable Company policies and agreements.

## 11. Exceptions

Any exception to this Policy must be approved in writing by . Approved exceptions must state their scope, duration, business justification, and any compensating security measures required by the Company.

## 12. Review and Amendment

The Company may review and amend this Policy periodically to reflect changes in legal requirements, security threats, business operations, technology, or internal practices. The most current approved version of this Policy will control.

Nothing in this Policy creates a contract of employment, guarantees continued employment, or limits the Company's right to modify its policies or practices, subject to applicable law.

**Acknowledgment**

By signing below, I acknowledge that I have received, read, and understand this Security Awareness Training Policy. I agree to complete all required security awareness training and comply with the Company's applicable security policies and procedures.

**Signatures**

**Covered Person**

**Name**

**Title**

**Date**

**Signature**

**Company**

**Name**

**Date**

**Signature**



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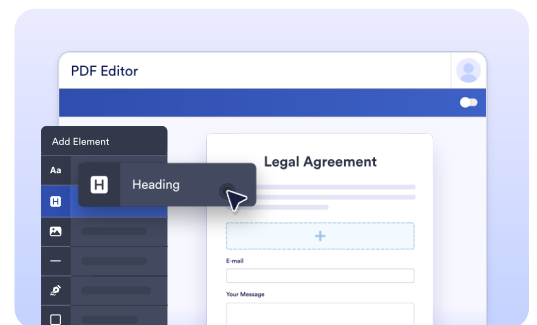
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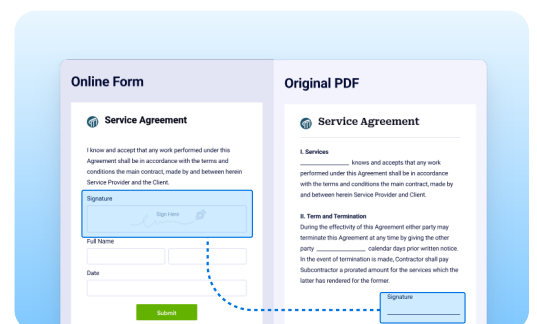
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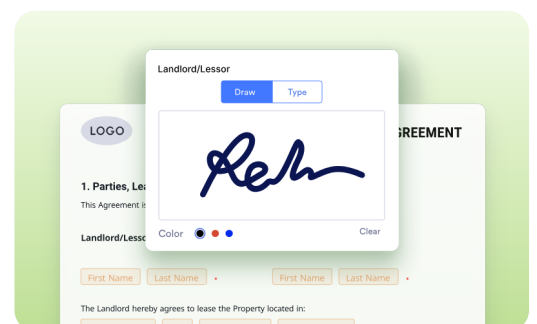
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