**Password Management Policy**

**Effective Date: [Date]**

**1. Purpose**

The purpose of this Password Management Policy is to establish guidelines for the use of password managers to enhance the security of [Company Name]'s digital assets and protect sensitive information from unauthorized access.

**2. Scope**

This policy applies to all employees, contractors, and third-party users who have access to [Company Name]'s information systems.

**3. Password Manager Selection**

Employees are required to use the company-approved password manager, currently [Name of Recommended Password Manager].

**4. Password Generation Guidelines**

a. Use the password manager to generate strong, complex, and unique passwords for each account.

b. Avoid using easily guessable information, such as birthdays, names, or common words.

**5. Updating Existing Passwords**

a. Update existing passwords using the password manager to meet security standards.

b. Do not reuse passwords across multiple accounts.

**6. Master Password Security**

a. Keep the master password confidential and never share it with anyone.

b. Choose a strong and memorable master password.

**7. Regular Password Updates**

a. Set up automatic password updates or manually update passwords at least every [recommended timeframe].

**8. Assistance and Training**

a. Contact the IT support team at [IT Support Contact] for assistance with installing or using the password manager.

b. Training sessions will be organized to familiarize employees with the features and best practices of the password manager.

**9. Compliance and Consequences**

a. Non-compliance with this policy may result in disciplinary actions, as outlined in the company's IT security policy.

b. Regular audits may be conducted to ensure adherence to the password management policy.

**10. Acknowledgment**

By signing below, I acknowledge that I have read, understood, and agree to comply with [Company Name]'s Password Management Policy. I understand the importance of maintaining strong and secure passwords to protect the company's information systems and sensitive data.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Company Name]

[Your Company Address]

[Contact Information]