

Reminder: Cybersecurity Best Practices

Dear Team,

As part of our ongoing commitment to maintaining a secure work environment, we would like to remind everyone of the following cybersecurity best practices:

- **Use Strong Passwords:** Ensure your passwords are at least 12 characters long and include a mix of letters, numbers, and symbols.
- **Enable Two-Factor Authentication:** Activate two-factor authentication on all accounts that offer it to add an extra layer of security.
- **Be Cautious with Emails:** Do not open attachments or click on links from unknown senders. Report suspicious emails immediately.
- **Safeguard Your Devices:** Lock your computer when not in use and keep your software up to date.
- **Regularly Back Up Data:** Ensure your data is backed up regularly to prevent loss in case of a cyber incident.

Thank you for your continued diligence in keeping our digital environment secure.

Best regards,
The IT Security Team