

# Gyandeeep Stocks Pvt Ltd.

E-164, Neelkanth Apartment, 2<sup>nd</sup> Floor,  
Ramesh Marg, C-Scheme, Jaipur – 302001  
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CIN: U74992RJ2004PTC018927

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## Password Policy

### Overview

Passwords are an important aspect of computer security. They are the front line of protection for user IDs/accounts. A poorly chosen password may result in the compromise of entire corporate network. As such, all employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

### Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

### Scope

The scope of this policy is applies to F.Y. 2022-23 and includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any facility, has access to the network, or stores any non-public information.

### Policy

#### (A) General

- ☞ All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a monthly basis.
- ☞ All user-level passwords (e.g., user ids, etc.) must be changed at least every 15 days.
- ☞ Passwords must not be inserted into email messages or other forms of electronic communication.
- ☞ All user-level and system-level passwords must conform to the guidelines described below.

#### (B) Guidelines

##### **Password Creation Guidelines:**

The following password creation guidelines are based upon experience and common sense. The software used to change passwords will screen for most of these guidelines as an aid in creating secure passwords. This does not relieve a person of responsibility for creating and securing a good password.

- ☞ It must be at least eight characters in length. (Longer is generally better.)
- ☞ It must contain at least one alphabetic and one numeric character. (Alpha – Numeric generally better)
- ☞ It must be significantly different from previous passwords.
- ☞ It should not be the same as the user ID, email IDs, telephone no., date of birth, nick name, house no., vehicle no., & some common nos.
- ☞ It should not start or end with the initials of the person issued the user ID.
- ☞ It should not include the first, middle, or last name of the person issued the user ID.
- ☞ Special characters may be used to strengthen the password.
- ☞ It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.

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## (C) General Password Construction Guidelines

Passwords are used for various purposes at **Gyandeeep Stocks Pvt. Ltd.** Some of the more common uses include:

User level, accounts, email, screens saver protection. Since very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once), everyone should be aware of how to select strong passwords.

### Poor, weak passwords have the following characteristics:

- ☞ The password contains less than eight characters
- ☞ The password is a word found in a dictionary (English or foreign)
- ☞ The password is a common usage word such as:
  - Names of family, pets, friends, co-workers, fantasy characters, etc.
  - Computer terms and names, commands, sites, companies, hardware, software.
  - The words "<GYANDEEP STOCKS PVT. LTD.>
  - Birthdays and other personal information such as addresses and phone numbers.
  - Word or number patterns like aaabbb, qwerty, zyxwvuts, , aaaaaaaa, 123321, 123456, 00000000, etc.

Any of the above spelled backwards.

Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

**NOTE: Do not use either of these examples as passwords!**

## (D) Password Protection Standards

- ☞ Do not share < Gyandeeep Stocks Private Limited > passwords with anyone, including administrative assistants or secretaries.
- ☞ All passwords are to be treated as sensitive, Confidential < Gyandeeep Stocks Private Limited > information.
- ☞ Don't reveal a password in an email message
- ☞ Don't reveal a password to the boss
- ☞ Don't talk about a password in front of others
- ☞ Don't hint at the format of a password (e.g., "my family name")
- ☞ Don't reveal a password on questionnaires or security forms
- ☞ Don't share a password with family members
- ☞ Don't reveal a password to co-workers while on vacation
- ☞ If someone demands a password, refer them to this document or have them call Direct to the Director without hesitation.
- ☞ Do not use the "Remember Password" feature of applications.

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- ☞ Again, do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.
- ☞ Change passwords at least once every 15 days. The recommended change interval is every 15 days.

If password is suspected to have been compromised, report the director and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by InfoSec or its delegates.

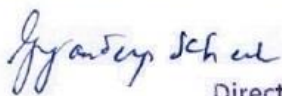
If a password is guessed or cracked during one of these scans, the user will be required to change it.

Date Issued: 23.03.2022

Date Reviewed: 23.03.2023

**For Gyandeep Stocks Pvt. Ltd.**

For Gyandeep Stocks Pvt. Ltd



Director

**Gyandeep Khemka**  
(Director)

Dated: 23.03.2023