

*Making Sense Of*  
**SECURITY** POLICY SOS  
audit, insurance, or customer asks for your cyber policy

**DO THESE IMMEDIATELY**

1. Pull the signed policy from HR records.
2. Confirm signature roster is current.
3. Share the customer-facing version if applicable.
4. Schedule annual review if overdue.

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**PREVENT THIS — TURN ON**

- ✓ One-page format
- ✓ Annual review on calendar
- ✓ Every employee signs at onboarding

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