Password Policy

Beyond

January 2026

Contents

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC9.9

Table 2: Document history

Date	Comment
Aug 14 2023	Initial document

1 Purpose and Scope

a. The Password Policy describes the procedure to select and securely manage passwords.

b. This policy applies to all employees, contractors, and any other personnel who have an account on any system that resides at any company facility or has access to the company network.

2 Policy

a. *Initial password change*

   i. Upon receiving access to any company system, employees must change their temporary or initial password immediately upon first login.

b. *Rotation requirements*

   i. Passwords should be updated periodically in accordance with company guidelines and best practices.

   ii. If a credential is suspected of being compromised, the password in question should be rotated immediately and the Engineering/Security team should be notified.

c. *Complexity requirements*

   i. Passwords must be of sufficient length and complexity to resist common attack methods. At minimum, passwords should be at least 12 characters and include a mix of character types.

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

d. *Secure storage*

   i. Beyond provides all employees with a 1Password account for secure password storage. Employees are required to use 1Password to store and manage all work-related passwords.

e. *Password protection*

   i. All passwords are treated as confidential information and should not be shared with anyone. If you receive a request to share a password, deny the request and contact the system owner for assistance in provisioning an individual user account.

   ii. Do not write down passwords, store them in emails, electronic notes, or mobile devices, or share them over the phone. If you truly must share a password, do so through 1Password's secure sharing feature or grant access to an application through a single sign on provider.

iii. If you suspect a password has been compromised, rotate the password immediately and notify engineering/security.

f. *Enforcement*

i. An employee or contractor found to have violated this policy may be subject to disciplinary action.