



# SNOWBE ONLINE Policy# 22

## Cryptographic Protection

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## **Purpose**

The purpose of this policy is to establish and enhance protection for data security and sensitive information while maintaining legal and regulatory compliance obligations and building customer trust through secure transactions and the handling of informational data. The ability to protect control access and ensure verification of only authorized users are able access company systems and resources minimize the threat of risk from unauthorized user access and data breach. This policy focuses on enforcing authorized access protection in support of business and mission functions.

## **Scope**

The Cryptographic Protection Policy applies to all system users, systems and data that is accessed, processed, and stored within the SnowBe business of operation. This policy specifically targets all departments, employees, contractors and third-party service providers to abide by established guidelines and procedures for the enforcement of access by outlining the access controls and control enhancements set forth for compliance. This policy ensures that all SnowBe personnel and all authorized access users adhere to the directed standards and utilization of resources.

## **Definitions**

**Cryptography:** The process of hiding or coding information so that only the person a message was intended for can read it.

**Encryption:** The process of converting plaintext into ciphertext using a cryptographic algorithm and a key, making the information unreadable to anyone who does not have the appropriate key to decrypt the message.

**Digital Signatures:** A cryptographic technique that provides authentication, integrity, and non-repudiation for digital messages where two keys are used to create and verify authenticity for digital communication and transaction.

## **Roles & Responsibilities**

**Employees:**

Must read and understand the policies and procedures that are put in place.

Obligated to take ownership and responsibility by following established protocols in order to properly perform and demonstrate compliance with the guided process for cryptographic protection in a secure manner.

Required to adhere to the directed security practice for login credentials, strong password and proper disposal of sensitive data guidelines.

Required to report unusual activity and possible and identified data breaches, and security incidents to the authorities and higher management.

Must comply with all relevant laws, regulations and internal policies related to data and system access.

Contractors:

Adhere to all access enforcement policies.

Responsible for the implementation and maintenance of the security measures that protect all data and systems being accessed.

Ensure secure access enforcement in the monitoring and management of data by established guidelines and procedures.

Must fulfill all obligations agreed to, and previously established for the compliance of access enforcement.

Third-Party:

Implement security for data and data systems cryptographic protection measures.

Outline cryptographic protection enforcement obligation within all contracts.

Implement cryptographic protection for data sharing and data protection procedures.

Plan regular scheduled documented audits and assessments for current status of third-party risk and compliance.

Information Technology Team:

Maintain the infrastructure, and implement all systems, firewalls and encryption protection.

Manage user access and audit accounts for accuracy of active personnel and changes.

Audit system for access enforcement compliance within daily activity.

Have on-hand procedures for incident response for all incidents.

Security Team:

Provide scheduled security training to all hands.

Create, revise, maintain and cancel all policies and procedures.

Investigate and report all security and access incidents to higher authority with an after action report and follow-up action to resolve the related incident.

Monitor all activity to ensure all compliance regulations are being followed.

Identify, gather and analyze threat intel for possible risk or vulnerability.

## **Policy**

The implementation of policies, standard procedures, and guidelines enable the ability to manage, execute, protect and support all business activity and production in support of this organization and its infrastructure. By defining and cryptographic protection with productive procedures put in place, this policy aims to produce protection of data and data system security while aiming to ensure legal requirements and compliance are being met as the end result. Section leaders gather documented performance of data that drive action to make policy changes and decisions concerning data and data system access enforcement.

## **Exceptions/Exemptions**

To ensure flexibility in security implementation while maintaining strong controls, the following exception/exemption policy applies:

### **1. Request Process:**

a. Any request for an exception/exemption must be submitted in writing to the IT Security Manager.

b. The request must outline the reason, the systems affected, and the duration required.

2. Justification: The request must provide a valid business or operational reason that necessitates an exception.

3. Approved Authority: Approval must be granted by both the IT Manager and IT Director.

#### 4. Duration:

a. Exceptions/exemptions will be granted for a limited period, subject to review every 6 months.

b. If an extension is required, a new request must be submitted along with the previous action provided.

#### **Enforcement**

A discharge by an employer of an individual for violation of an employer rule is for misconduct connected with the work if the rule is reasonable, the individual knew or should have known the rule, and the violation is willful or wanton, material, and substantially injures or tends to injure the employer's interests.

If the individual has previously violated a minor employer rule or has previously violated the same or a similar employer rule with the knowledge of the employer, a discharge is for misconduct connected with the work if the violation substantially injures or tends to injure the employer's interests and has been preceded by prior warnings or reprimands for previous violations, or if the individual's course of conduct as a whole demonstrates a substantial disregard of the employer's interests following prior warnings or reprimands for violations of other employer rules.

Thus, a violation of an employer rule is not, by itself, misconduct. It would be misconduct if all of the following conditions are met:

The rule is reasonable.

The claimant knew or should have known the rule.

The violation is willful and wanton.

NOTE: Violation of a reasonable employer rule is not willful if the claimant has shown good cause for violating the rule.

The violation is material.

The violation substantially injures or tends to injure the employer's interests.

The employer has warned or reprimanded the claimant for previous violations of the same or similar employer rules.

#### Reasonable Rule

It is the employer's right generally to establish such rules for his or her employees as, in the employer's opinion, are necessary for the proper conduct of his or her business. Violation of an employer rule regarding the performance of the work will generally be a violation of a reasonable rule.

## Knowledge of Rule

To be known, a rule must have been disseminated generally to all employees or made known to the claimant individually, either orally or in writing. If a claimant has been given a written copy of employer rules (as in an employee handbook), his or her failure to read the rules would not render the discharge for reasons other than misconduct. If the claimant was never informed of the existence of the employer rule, the discharge for violating the rule would generally not be for misconduct.

Some employer rules, however, do not need to be transmitted to the employee but are implied or are known rules in the occupation or industry. For example, there does not need to be a written employer rule against stealing of employer property or a formal employer rule that an employee in a bank does not drink on the job.

## Violation is Willful

If a claimant has good cause for his or her violation of a rule, or if the violation is due to mere inefficiency, unsatisfactory conduct, failure in good performance as the result of inability or incapacity, inadvertence or ordinary negligence in isolated instances, or good faith errors in judgment or discretion, then there is no misconduct. Under such circumstances, the violation of the rule would not be a wilful, deliberate, or flagrant violation.

## Materiality of Rule Violation

Violation of an employer rule is material when the employer's operations are interfered with.

## Substantial Injury to Employer's Interest

From the definition of a "reasonable employer rule," it follows that any violation of a reasonable rule will injure or tend to injure the employer's interests. However, there is no misconduct unless the injury or tendency to injure is substantial.

## Warnings and Reprimands

Some employer rules are such that their first violations would be misconduct, for example, rules prohibiting fighting or drinking on the job. Warnings and reprimands need not be considered for this kind of violations.

However, if the claimant has broken an employer rule which, although reasonable, is of comparatively slight significance, the claimant should be entitled to a warning or reprimand so that he or she would have the opportunity of mending ways before he or she was discharged. Therefore, if the employer has a rule about tardiness, or overstaying coffee-breaks, or any of the more minor conditions of employment, to constitute misconduct



the employer would need to show that the claimant persisted in violating the rule despite warnings and/or reprimands.

What if the warnings or reprimands were not for the same type violations as the one which occasioned the claimant's discharge? Even so, the discharge would be for misconduct if the claimant's conduct, viewed in its entirety, evinced a deliberate disregard of the employer's interests. For example, a claimant may have been warned several times over a period of two or three months because of such violations as arguing with coworkers, wandering away from the workstation to engage in conversations, and failure to follow instructions. If, shortly after the last warning, the claimant violated an employer rule relative to tardiness by appearing at work 20 minutes late without good cause and was thereupon discharged, the discharge would be for misconduct.

### Version History Table

Version #	Implementation Date	Document Owner	Approved By	Description
3.1	3/22/25	Tyrall Waller	Tyrall Waller	Cryptographic Protection Policy

## Citations

Why cryptography is important and how it's continually evolving

(Sectigo, Dec 2024)

<https://www.sectigo.com/resource-library/cryptography-importance-how-its-changing#:~:text=Cryptography%20enables%20confidentiality%20by%20using,critical%20information%20from%20being%20exposed.>

The role of cryptography in digital certificates

(Sectigo, Dec 2024)

<https://www.sectigo.com/resource-library/cryptography-importance-how-its-changing#The%20role%20of%20cryptography%20in%20digital%20certificates>

The Complete Guide to Cryptographic Data Protection 2025

(SecureKey Group, May 2023)

<https://www.linkedin.com/pulse/complete-guide-cryptographic-data-protection>