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[Company Name] Home Router Firmware Update Policy

Policy Statement

This policy establishes requirements for all employees who work from home to keep their home routers up to date with the latest firmware. This policy also requires that the company has the right to audit employee home routers at any time to confirm that they are complying with this policy.

Scope

This policy applies to all employees who work from home, regardless of their position or location. This policy also applies to any device that connects to the company's network, including employee-owned devices.

Policy Requirements

Remote access: Do not allow the router/firewall configuration pages to be accessible over the Internet.

Remote visibility: Do not allow the router/firewall to advertise services over the Internet that terminate on any devices, company-provided or personal ones that are used for accessing company information,

Router admin username and password: Change the default username and password of the home router/firewall as per the Password Policy.

If the router is replaced: Ensure the router/firewall is changed promptly when the Internet Service Provider (ISP) sends out updated models and ensure the three steps above are followed again.

Firmware Updates: All employees who work from home must update their home router firmware to the latest version as soon as it becomes available.

Evidence of Updates: Employees must provide proof that they have updated their home router firmware upon request. Evidence may include screenshots or other documentation that confirms the firmware version and the date it was updated.

Right to Audit: The company can audit employee home routers at any time to confirm that they comply with this policy. Audits may include checks for the latest firmware version and evidence of firmware updates.

Assistance and Support

The company will provide assistance and support to employees who need help updating their home router firmware. This may include providing step-by-step instructions, links to firmware updates, or reimbursing employees for any costs associated with updating their firmware.

Consequences for Non-Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Enforcement

This policy will be enforced by [insert name of department/person responsible for policy enforcement]. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Effective Date

This policy is effective immediately and will remain in effect until further notice.