

Password & Authentication Policy

Requirements for strong credentials, MFA, and password manager use.

Version: 1.0 · **Last updated:** December 2025 · **Owner:** Security Lead

1. Purpose

To establish requirements for strong authentication across Backpack Works systems.

2. Requirements

- Passwords must be unique per system and at least 12 characters.
- All personnel use a company-approved password manager (1Password) to generate and store credentials.
- Multi-factor authentication is required wherever supported, and always for email, source control, cloud consoles, and any system with client data.
- Default credentials must be changed before a system is used.
- Credentials must never be hard-coded in source code or shared over chat or email.

3. Compromised credentials

Suspected credential compromise must be reported to security@backpack.works immediately and the affected credentials rotated.

4. Review

This policy is reviewed at least annually.