

## Liberty Healthcare Corporation and Affiliates (Liberty) Standard Operating Procedures

<b>Title:</b>	<b>Maintenance of Company Passwords</b>	<b>Effective Date:</b>	<b>06/01/2011</b>
<b>Author:</b>	<b>Eli Back</b>	<b>Last Review Date:</b>	<b>06/30/2017</b>
<b>Location:</b>	<b>Corporate HQ</b>	<b>Last Revision Date:</b>	
<b>Functional Area:</b>	<b>Human Resources</b>		

### POLICY

During the course of doing business, employees of Liberty Healthcare may be required to register on websites requiring passwords. These passwords will be stored in a folder on the shared drive to allow for retrieval by those employees with approved access rights to obtain the passwords. These passwords are strictly confidential. To create a uniform process where all passwords are archived in one secure location and can be retrieved by approved users to access the websites for Liberty business.

### PROCEDURE

When you are required to register Liberty Healthcare Corporation on a website requiring a password the URL address of the site and the password is given to the IT Director who will place the site address and password in the shared file: M:\Corporate Departments\IT Department. Access to this file will be made at the discretion of management. If you are required to access a website for Liberty requiring a password that has already been established you may obtain the password by contacting the IT Director; if you do not have access to M:\Corporate Departments\IT Department, any change in password or URL address must be given to the IT Director to update the file.

**Approved By:** \_\_\_\_\_