

KPN Security Policy



KSP – Standard

Title	Personnel Health & Safety	A diagram showing the hierarchy of KPN's security policy. It starts with 'Top level policy (mandatory)' at the top, which points down to 'Standards (mandatory)'. 'Standards (mandatory)' points down to 'Rules (mandatory)'. 'Rules (mandatory)' points right to 'Guidelines (supporting)', which then points right to 'Tools (supporting)'. All items are represented by document icons.
ID	KSP-FA02-ST02	
Funct. Area	02 – Human Resources Security	
Date	13 November 2015	
Version	v1.3	
Status	Approved	
Owner	CSO	

Summary

This document sets out the requirements regarding compliance to health & safety laws and internal safety procedures.

Disclaimer

The content of this document is to describe KPN's policy on this specific topic. If and when this document is partly or fully disclosed to parties outside of KPN, it's important to hereby note towards those parties that this contains KPN's intended policy and cannot in any way be read or construed to be an explicit or implied formal guarantee or promise that its content can always be fully executed or complied to.

ID	KSP-FA02-ST02-R01
Title	<u>Health & safety laws & policies</u>
Description	Managers and employees must comply with health & safety laws (<i>'Arbowet'</i>) and the KPN 'Health & Safety catalogue' (<i>'KPN Arbocatalogus'</i>).
Relating document	Health & Safety Laws KSP-FA02-TL06 - Arbocatalogus
Rationale (why)	To ensure compliance with Health & Safety Laws and the 'Health & Safety catalogue' . In this catalogue work related risks, mitigating measures and health & safety policies within KPN NL are written down in line with Health & Safety Laws.
Example	
Possible exception	

ID	KSP-FA02-ST02-R02
Title	<u>VCA ('Veiligheid Checklist Aannemers')</u>
Description	Employees who perform high risk work, must have a VCA-certificate. In case of outsourcing high risk work, managers must take risk mitigating measures in line with KPN's procedures and must inform contractors about residual risks and safety procedures.
Relating document	KSP-FA02-TL06 - Arbocatalogus
Rationale (why)	To ensure that employees are aware of safety risks and follow safety procedures. In case of outsourcing, line management is responsible for mitigating risks and for informing contractors about residual risks and safety procedures.
Example	
Possible exception	

ID	KSP-FA02-ST02-R03
Title	<u>Incompany Emergency Response ('Bedrijfshulpverlening')</u>
Description	KPN NL has an emergency response organization ('BHV-organisatie') in line with Health & Safety laws; employees must follow the incompany emergency response procedures (evacuation maps 'ontruimingsplattegronden' and Golden Security Rules).
Relating document	Health & Safety Laws KSP-FA02-TL05 - 10 Golden Security Rules KSP-FA02-TL07 - BHV model Evacuation maps
Rationale (why)	To ensure that emergency response procedures are in place and being followed by employees.
Example	Procedures like emergency evacuation rehearsals and instructions of Incompany Emergency Response team are examples of incompany emergency response procedures.
Possible exception	

ID	KSP-FA02-ST02-R04
Title	<u>Security travel advisory</u>
Description	In case of a business trip or posting abroad the binding travel advisory issued by KPN Security must be followed.
Relating document	KSP-FA02-TL08 - Safety and Security Instructions abroad KSP-FA02-TL09 - Checklist Safety & Security Abroad
Rationale (why)	To assess risks before travelling abroad and to avoid travelling to high/medium risk countries.
Example	
Possible exception	If the head of director of the business unit believes that there are pressing reasons for the employee to travel despite a negative advisory, written permission must be obtained from the responsible member of the Board of Management.

ID	KSP-FA02-ST02-R05
Title	<u>Safety & security instructions abroad</u>
Description	Employees must follow KPN's safety & security procedures before travelling and during the stay.
Relating document	KSP-FA02-TL08 - Safety and Security Instructions abroad KSP-FA02-TL09 - Checklist Safety & Security Abroad
Rationale (why)	To reduce safety and security risks for KPN's employees and to protect KPN property and information before travelling and during the stay.
Example	
Possible exception	

ID	KSP-FA02-ST02-R06
Title	<u>Risk Inventory and Evaluation (RI&E)</u>
Description	A Risk Inventory and Evaluation must be executed for function groups and office buildings; the RI&E must include an action plan.
Relating document	
Rationale (why)	Goal is to identify the safety risks for KPN-employees and hired staff. This RI&E must result in an action plan with control measures to reduce risks.
Example	
Possible exception	