

# **Overview of selected KPN Security Policies**

Creation date: Tuesday, March 6, 2018 4:30:51 PM

Selected by: Ruud Leurs

<b>Requirement</b>	<b>Pre-employment screening</b>
<b>Description</b>	Background verification checks on all new employees must be carried out prior to employment.
<b>ID</b>	KSP-RE-61
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening

<b>Requirement</b>	<b>Screening CAO-employees</b>
<b>Description</b>	<p>All new CAO-employees must be screened in line with the standard KPN pre-employment screening. The manager must conduct the screening; relevant documents must be filed in the employee personal file.</p> <p>Contractors must follow KPN's screening procedures. The screening must be conducted by the contractor. Relevant documents ('formulier Pre-employment screening') must be signed by contractor and employee and must be handed over to KPN.</p>
<b>Related info</b>	CAO-screening (TEAMKPN HR: 'Aanstellingsonderzoek')
<b>ID</b>	KSP-RE-55
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening
<b>Rationale</b>	Security measures for suppliers
<b>Rationale</b>	Security-awareness
<b>Rationale</b>	Disciplinary measures
<b>Rationale</b>	Measures at the end of an employment relationship

<b>Requirement</b>	<b>Screening PAO-employees</b>
<b>Description</b>	All new PAO-employee must be screened in line with the extensive KPN PAO pre-employment screening. In case of an internal change of position to a PAO D-E or financial PAO-C-position, an in employment screening must be conducted. For PAO D/E-positions and financial PAO-C-positions, the screening procedures must be repeated every 5 years.
<b>Related info</b>	PAO-screening (TEAMKPN HR: 'Aanstellingsonderzoek')
<b>ID</b>	KSP-RE-56
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening
<b>Rationale</b>	Security measures for suppliers
<b>Rationale</b>	Security-awareness
<b>Rationale</b>	Disciplinary measures
<b>Rationale</b>	Measures at the end of an employment relationship

<b>Requirement</b>	<b>Screening BBGT-positions</b>
<b>Description</b>	Employees in “BBGT positions” (Lawful Interception) must have ‘security clearance’ in line with BBGT-requirements.
<b>ID</b>	KSP-RE-58
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening
<b>Rationale</b>	Lawful Interception & Data Providing

<b>Requirement</b>	<b>Screening requirements in contracts</b>
<b>Description</b>	In case of outsourcing services, specific screening requirements must be part of the supplier contract. Outsourcing partners must conduct a background verification check in accordance with business requirements (including customer agreements), classification of the information to be accessed and the perceived risks. In case of outsourcing to other countries, the screening must be in accordance with relevant local laws and regulations and must at least have the same level as KPN's screening policy in the Netherlands. Individual screening documents do not need to be handed over to KPN; KPN's right to audit must be part of the contract. Client specific screening requirements are excluded from this rule; these business requirements depend on client specific policies, laws and regulations and must be part of the client contract.
<b>ID</b>	KSP-RE-59
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening
<b>Rationale</b>	Security measures for suppliers

<b>Requirement</b>	<b>List unwanted persons</b>
<b>Description</b>	<p>As part of the pre-employment screening, a check is being executed on the list unwanted persons. Goal is to prevent re-hiring employees who have been fired as a result of:</p> <ul style="list-style-type: none"> <li>- committing fraud or theft</li> <li>- deliberate violation of the Telecommunications and/or Competition Law</li> <li>- serious misuse of information and communication company assets</li> <li>- demonstrating serious misbehaviour like discrimination, bullying, (sexual) harassment</li> <li>- deliberate violation of other laws and regulations,</li> </ul> <p>while executing their work with or on behalf of KPN.</p> <p>This check is being executed in conformity with verification criteria of the Privacy Authority and in accordance with the guideline below.</p>
<b>ID</b>	KSP-RE-60
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Pre-employment screening