

Overview of selected KPN Security Policies

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

Requirement	Screening CAO-employees
Description	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.
Related info	CAO-screening (TEAMKPN HR: 'Aanstellingsonderzoek')
ID	KSP-RE-55
Version	1.1
Date	November 2, 2018
Rationale	Pre-employment screening
Rationale	Security measures for suppliers
Rationale	Security-awareness
Rationale	Disciplinary measures
Rationale	Measures at the end of an employment relationship

Requirement	Screening PAO-employees
Description	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.
Related info	PAO-screening (TEAMKPN HR: 'Aanstellingsonderzoek')
ID	KSP-RE-56
Version	1.0
Date	December 11, 2017
Rationale	Pre-employment screening
Rationale	Security measures for suppliers
Rationale	Security-awareness
Rationale	Disciplinary measures
Rationale	Measures at the end of an employment relationship

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

Requirement	Screening requirements in contracts
Description	<p>Suppliers UP/AP ('uitzend en ander personeel') 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> <p>In case of outsourcing services (OP 'Overig personeel'), specific screening requirements must be part of the supplier contract. Outsourcing partners must conduct a background verification check in accordance with KSP requirements for suppliers/contractors (including customer agreements) 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 must be archived by the contractor; documents do not need to be handed over to KPN.</p>
ID	KSP-RE-59
Version	1.1
Date	November 2, 2018
Rationale	Pre-employment screening
Rationale	Security measures for suppliers

Requirement	List unwanted persons
Description	<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"> - committing fraud or theft - deliberate violation of the Telecommunications and/or Competition Law - serious misuse of information and communication company assets - demonstrating serious misbehaviour like discrimination, bullying, (sexual) harassment - deliberate violation of other laws and regulations, <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>
ID	KSP-RE-60
Version	1.0
Internal use	Yes, internal use only
Date	December 11, 2017
Rationale	Pre-employment screening