

# **Overview of selected KPN Security Policies**

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Selected by: Ruud Leurs

Requirement	Roles and responsibilities
Description	Security roles and responsibilities of each employee must be addressed prior to employment and must be defined and documented. Specific security roles and responsibilities must be included in job descriptions and job performance cycles.
Supplement	<p>General: NDA is included in KPN's Collective Labour Agreement.</p> <p>General rules and responsibilities concerning protection of assets and information are written down in sub codes.</p> <p>Specific security roles for positions within KPN's (information) security organisation are written down in job descriptions.</p>
Related info	<p>Employment contract</p> <p>Collective Labour Agreement</p> <p>KPN's Code of Ethics and compliance sub codes</p> <p>Master agreements</p>
ID	KSP-RE-63
Version	1.0
Date	December 11, 2017
Rationale	Security-awareness

<b>Requirement</b>	<b>Assessment and training plan</b>
<b>Description</b>	For employees in (information) security positions / -roles there must be an assessment and training plan.
<b>ID</b>	KSP-RE-66
<b>Version</b>	1.1
<b>Date</b>	November 2, 2018
<b>Rationale</b>	Security-awareness

<b>Requirement</b>	<b>Disciplinary actions</b>
<b>Description</b>	In case of violation of internal rules and regulations by an employee, line management must take disciplinary actions in line with the Collective Labour Agreement and the 'procedure disciplinary actions'.
<b>Related info</b>	Collective Labour Agreement  Procedure disciplinary actions (HR, see TEAMKPN)
<b>ID</b>	KSP-RE-68
<b>Version</b>	1.2
<b>Date</b>	February 1, 2019
<b>Rationale</b>	Sanctions policy
<b>Rationale</b>	The examination of security, safety and integrity incidents
<b>Rationale</b>	Reporting security incidents

<b>Requirement</b>	<b>Compliance &amp; Security certification programm</b>
<b>Description</b>	Employees must finish the compliance- and security e-learning course during the first three months of employment. Certification must be renewed periodically.
<b>Related info</b>	KPN's Code of Ethics, sub codes, E-learning Code of Ethics
<b>ID</b>	KSP-RE-64
<b>Version</b>	1.2
<b>Date</b>	February 1, 2019
<b>Rationale</b>	Security-awareness

<b>Requirement</b>	<b>Security awareness</b>
<b>Description</b>	During employment line management must ensure that employees are aware of rules and procedures concerning security and the protection of KPN's information and assets, through the compliance & security-certification programme and by (for example) putting it on the agenda in staff meetings.
<b>Related info</b>	KPN's Code of Ethics, sub codes
<b>ID</b>	KSP-RE-65
<b>Version</b>	1.1
<b>Date</b>	November 2, 2018
<b>Rationale</b>	Security-awareness