Policy Training Policy

ACME Evil Anvil Corporation

January 2019

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC9.9

Table 2: Document history

Date	Comment
Jun 1 2018	Initial document

1 Purpose and Scope

a. This policy addresses policy education requirements for employees and contractors.

b. This policy applies to all full-time employees, part-time employees, and contractors. Adherence to assigned policies is binding under their Employment Offer Letter and/or Independent Contractor Agreement.

2 Applicability

a. Upon hire of a new employee or contractor, the Hiring Manager will determine which subsets of policies will apply to that individual. The individual will have five working days to read the assigned policies. The following will be logged in the Policy Training Policy Ledger:

   i. Assignment date

   ii. Completion date

   iii. Policy

   iv. Assignee

   v. Assigner

   vi. Notes