

# Policy Training Policy

Fusion-IT

December 2020

## Contents

|          |                                |          |
|----------|--------------------------------|----------|
| <b>1</b> | <b>Purpose and Scope</b>       | <b>2</b> |
| <b>2</b> | <b>Applicability</b>           | <b>2</b> |
| <b>3</b> | <b>Authorship and Approval</b> | <b>2</b> |

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

## 3 Authorship and Approval

Last edit made by Lotana (louis.tant@gmail.com) on Mon, 28 Dec 2020 23:55:13 -0500.

Approved by Lotana (louis.tant@gmail.com) on Mon, 28 Dec 2020 23:55:13 -0500 in commit 8ef818988416025b6635c3879fa187180f78a4be.