

Human Resources Policy

Purpose

The purpose of this policy is to establish the requirements for a comprehensive human resources process wherein <Company Name> attracts, develops, and retains competent and high-performing individuals capable of achieving the company's business and security objectives.

Scope

This policy applies to all <Company Name> employees and contractors.

Ownership

[POLICY OWNER]

is responsible for implementing and maintaining this policy.

Policy Statement

Background checks

Background checks are performed on newly hired employees where permitted by law.

Background verification checks carried out by <Company Name> are proportional to its business requirements and perceived risks. The primary risk component taken into account when determining appropriate background checks is the classification of the information that will be accessed by the employee while performing their role.

Background checks may include:

- Prior employment verification.
- Personal and professional references.
- Educational verification.
- Criminal history.
- Social Security verification (US-specific).

Background check reports will be reviewed to determine employment eligibility.

Disciplinary process

Material violations of the company's Acceptable Use Policy, Code of Conduct, and Information Security policies and procedures applicable to each employee subjects the individual to disciplinary action that could include termination.

Workforce members who violate <Company Name> policies are subject to sanctions. Sanctions shall be proportionate to the severity of the violation, and will be enhanced in the event of repeated violations by the same person. The disciplinary process will be carried out in a timely manner in accordance with business needs.

Disciplinary steps may include:

No Action - for minor violations not serious enough to warrant formal disciplinary action.

Retraining - If the individual violated a policy, procedure, or standard that was covered in training, the individual may be required to redo the training or complete additional remedial training.

Warning - for minor violations serious enough to warrant formal action, a warning may be given.

Improvement Plan - For serious or repeated violations, the individual may be placed on an improvement plan.

Dismissal - For serious or repeated violations, including failure to correct as a result of an improvement plan, the individual may be terminated from the company.

Policy acknowledgement

Company employees are required to sign and attest their adherence to applicable company policies and procedures.

<Company Name> requires all employees to sign an agreement confirming their understanding of and commitment to their security roles and responsibilities. Each employee's attestation is saved for auditing purposes, and is a required condition of employment.

Confidentiality agreement

All employees and contractors must sign a confidentiality agreement with the company prior to gaining access to any sensitive information.

<Company Name> workforce members, contractors, and partners with access to information are required to execute a non-disclosure agreement reflecting <Company Name>'s requirements to protect its data and operational information. The agreement is a legal document and is drafted and reviewed by the legal council.

Job Descriptions

Roles and responsibilities of company employees are communicated through documented job descriptions.

Job descriptions are written by hiring managers and reviewed by their manager, peers and HR. Job descriptions are available internally for all employees to read.

Employee performance reviews

The company has established a formal review process that includes semi-annual employee self-reviews and immediate manager reviews. Reviews include performance assessments, goal setting, and an evaluation of resources required for the next review period.

Reviews are performed by the employee's direct manager, and include performance feedback and growth goal setting for the next review period. In addition to the periodic formal review process, frequent, continuous feedback is given to employees regarding their performance.

Ongoing feedback complements scheduled reviews, and ensures that employees can learn about their strengths and potential areas of improvement as early as possible, and that they are given ample opportunity to adapt and avoid any negative consequences to themselves or the company.