**Human Resources Security**

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**Table of Contents**

1 Prior to Employment 3

2 During Employment 3

3 Termination and Change of Employment 3

4 Document Control and Approval 4

4.1 Distribution 4

4.2 Version Information 4

# Prior to Employment

Background verification checks on all candidates for employment are carried out in accordance with relevant local laws, regulations and ethics and are proportional to the business requirements, the classification of the information to be accessed, and the perceived risks.

The contractual agreements with employees and contractors will state their and the organization’s responsibilities towards information security.

# During Employment

All employees and contractors are required to apply information security in accordance with the established policies and procedures of Wacky Widget.

All staff sign a confidentiality agreement as part of the employment agreement. A copy of this is retained on file by the local HR representative at the primary office in each jurisdiction.

All employees and contractors of Wacky Widget receive appropriate awareness education and training and regular updates in organizational policies and procedures, as relevant for their job function.

There is a formal and communicated disciplinary process in place to take action against employees who have committed an information security breach.

# Termination and Change of Employment

Information security responsibilities and duties that remain valid after termination or change of employment are defined, communicated to the employee or contractor and enforced.

# Document Control and Approval

The Risk and Compliance Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff and is the published version.

This document was approved by the Wacky Widget President and is issued on a version controlled basis.

Signature: Executive Manager Signature Date: 01.01.2019

## Distribution

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| **Name** | **Role** |
| *Intranet* | *Distribution to all staff* |

## Version Information

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| **Version** | **Date** | **Author(s)** | **Details** |
| 0.1 | 11/28/18 | M.Woolard | First draft |
| 0.2 | 12/07/18 | M.Woolard | Second draft |
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