{IMAGE Company\_Logo}

# HR Security Procedure

Version 1 - Approved by {Owner\_Name}

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## Objective

This procedure specifies the information security requirements that should be considered throughout the various stages in the Human Resource lifecycle of employees (full-time and part-time) and external parties, including contractors and other third-party staff, (as applicable), including pre-employment, during employment, and at the end of employment.

## Scope

This procedure applies to all employees (full-time and part-time) and external parties, including contractors and other third-party staff (as applicable), having access to {Company\_Name} information systems.

## HR Security Procedure

### Before Employment

 Before releasing the offer letter, the HR Department must ensure that potential employees are duly evaluated on their capability to perform the job role. This shall be documented as a hiring evaluation and are maintained after the employee has joined {Company\_Name}.

 The HR Department should ensure that the offer letter which includes the terms and conditions for the employees has been signed by the employee.

 The HR Department must ensure that the Background Verification (BGV) of employees is initiated at the time of the joining and that the final Background Verification reports are documented and maintained.

### During Employment

Once the employee has joined, the HR Department must ensure that the user has been onboarded onto all necessary tools and systems, granting them appropriate access as required.

After an employee joins, the HR Department must assign them a role and reporting manager to make sure the organization chart is updated and documented. The list of active roles within the organization and their job description also needs to be documented and maintained.

The HR Department should make sure that the new joiners read and acknowledge organizational policies within 30 days of joining.

Employees must also finish the information security awareness training. The status should be tracked, and the HR head must make sure that Employees finish the training within 30 days of joining.

The Information Security Team or the HR Department should send out periodic training requests and policy acknowledgment requests to all employees at least annually. The status of completion can be

tracked, and it is their responsibility to ensure all employees finish the periodic activities.

 Employees shall be evaluated by their reporting manager regarding their job and information security responsibilities atleast once annually. These evaluations also need to be documented and maintained.

### Termination or change in employment

 Once an employee decides to terminate his employment with {Company\_Name}, the last working day must be decided in concurrence with the reporting manager and the HR Department. The following processes need to be kickstarted on the last working day:

 the HR Department must ensure any company owned asset or device is returned to the organization.

 The user needs to be offboarded from all critical systems that they have been provided access to by the People Operations Head.

 Access to critical systems must be revoked within 3 days. The respective administrators need to be notified by the People Operations Head. The status can be tracked and monitored.

 In case any user access needs to be retained, HR must notify respective admins to change the password to such accounts and document the justification for the same.

## Document Security Classification

Company Internal (please refer to the Data Classification policy for details).

## Non-Compliance

Compliance with this policy shall be verified through various methods, including but not limited to automated reporting, audits, and feedback to the policy owner. Any staff member found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment or contractual agreement. The disciplinary action shall depend on the extent, intent, and repercussions of the specific violation.

## Responsibilities

The Information Security Officer is responsible for approving and reviewing policy and related procedures. Supporting functions, departments, and staff members shall be responsible for implementing the relevant sections of the policy in their area of operation.

## Schedule

This document should be reviewed annually and whenever significant changes occur in the organization.

End of HR Security Procedure. For version history, please see the next page.

# Version history

**Version Log Date**

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| --- | --- | --- | --- |
| 1 |  | New Policy version Created | 04 Apr, 2025 |