# Document Control

## Versioning

|  |  |  |
| --- | --- | --- |
| **Name** | **Date** | **Reason** |
| Version 1 |  | Placed into production |

## Applicable Parties

This document is strictly confidential and should only be distributed or viewed by the following parties:

* HAL Designated Associates
* HAL Regional Employees (Compartmented to the Division)
* HAL Management Team
* HAL Auditing Team

## Review Period

This document is subject to review by the Information Security Policy Committee (ISPC) at a minimum interval of quarterly (every 3 months) at a maximum interval of bi-annually (every 6 months).

### Previous Reviews

|  |  |  |
| --- | --- | --- |
| **Committee** | **Review Date** | **Approval Date** |
| ISPC |  |  |
| CEO |  |  |
| Corporate CIO |  |  |

# Purpose

The purpose of this policy is to provide guidance for.

This policy seeks to.

# Scope

## Applicability

This policy applies to all HAL employees and affiliates at all HAL facilities and locations world-wide.

## Ownership

This policy is under the direct control of the HAL Corporate CIO with input from xx and other members of management with an interest in the program.

This policy is implemented by .

# Policy

## General Guidelines

## Specific Guidance

### Detail 1

# Enforcement

Any employee found to be in violation this policy may be subject to disciplinary action, up to and including termination of employment.

NOTE: As part of the SECCDC event, infractions of the rules regarding this policy may result in a point penalty.

Point penalties guidelines:

* Minor infractions such as may be assessed n (n) points per occurrence,
* Major infractions such as may be assessed n (n) points per occurrence,

# Key Terms