



**HR 2 Prior to Employment**

Control Demands		Control Criteria Basic/Transitional/Advanced
<b>HR 2.1</b>	<p>The healthcare entity shall conduct background verification checks on all candidates for employment, contractors and third-party users</p> <p>The healthcare entity shall:</p> <ol style="list-style-type: none"> <li>1. Define background verification process addressing provisions of government mandates and entity demands</li> <li>2. Establish criteria for background verification checks based on: <ol style="list-style-type: none"> <li>a. Role of the individual</li> <li>b. Classification of information access needed</li> <li>c. Access to critical areas</li> <li>d. Risk identified</li> </ol> </li> </ol>	<b>Basic</b>
<b>HR 2.2</b>	<p>The healthcare entity shall establish specific terms and condition of employment</p> <p>The terms and condition shall:</p> <ol style="list-style-type: none"> <li>1. Include control requirement specific to employees, contractors and third parties, relevant to their roles and risk profiles</li> <li>2. Include information security responsibilities of the healthcare entity and of the employees, contractors and third parties</li> <li>3. Include standard information security requirements</li> <li>4. Be read, understood, agreed and signed by employees, contractors and third parties</li> </ol> <p>The healthcare entity shall:</p> <ol style="list-style-type: none"> <li>5. Conduct mandatory briefing sessions to employees, contractors and third parties on standard and specific information security requirements of the terms and condition</li> <li>6. Maintain adequate records on employee, contractor and third party briefing</li> <li>7. Maintain terms and conditions signed by employee, contractor and third-party resources in-line with entity retention requirements</li> </ol>	<b>Basic</b>

UAE IA Reference: M4.2.1, M4.2.2