

IT118  
Security Awarness Policy

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[Document Control iii](#_Toc35521345)

[Introduction 4](#_Toc35521346)

[Purpose 4](#_Toc35521347)

[Audience 4](#_Toc35521348)

[Scope 5](#_Toc35521349)

[Policy Statement 5](#_Toc35521350)

[Enforcement 7](#_Toc35521351)

[Revision History 7](#_Toc35521352)

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Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

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| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
| Shamira Jaffer | CEO | December 23rd, 2021 |
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Document Sensitivity Level

Confidential

Introduction

Overview

Effective security will always be dependent on people. As a result, security can only be effective if employees know what is expected of them and what their responsibilities are. They should know why various security measures, such as locked doors, securing confidential information, access control and use of login IDs, are in place and the repercussions of violating security.

Security awareness activities are designed to present high-level information protection principles to all Signifi employees in a variety of formats. The purpose of awareness training is simply to focus attention on security with an objective to improve knowledge and attitude regarding the protection of information assets at Signifi. Awareness training is intended to allow individuals to recognize IT security concerns and respond accordingly.

Purpose

The purpose of this policy is to ensure all employees of Signifi are provided adequate security awareness education to enable them to be responsible for and held accountable for compliance with security policies and procedures.

Audience

This policy applies to all Signifi employees, part-time and temporary workers, trainees, contractors, and vendors.

Scope

This policy applies to all users which include but not limited to employees, contractors, part-time and temporary workers, trainees, service providers, and those employed by others to perform work at hosted or outsourced sites, or who have been granted access to Signifi information or systems. This policy applies to all Signifi resources owned, leased, or supported by Signifi, or any outside entity that has signed a Vendor Access Agreement with Signifi.

Policy Statement

1.0 General

* 1. Promoting security awareness is essential in maintaining good physical and logical security. It also trains employees to identify and report possible security violations.
  2. All employees must be well informed of their responsibilities by Information Owners, Managers, and Users.
  3. Signifi shall develop and implement an enterprise-wide security training and awareness program, including training plans to assure that Signifi employees who receive, process or store Signifi information are aware of their security responsibilities, and the existing Security Policies. The content of the training provided shall be suited to the specific systems, role and technical level of the employees.
  4. Security Awareness Training shall be imparted through various channels such as
* Intranet
* Posters
* Newsletters
* Online Training
* HR Orientation Program  
  1. Training should start with the new employee orientation or induction process.
  2. The information security awareness and education shall cover information security basics, associated policies and procedures, and employee responsibilities. In addition, all employees will be trained how to identify, report and prevent potential security incidents. For details on handling security incidents please follow the Security Incident Response Procedure.
  3. Signifi management must ensure that employees under their supervision are aware of Security Policies, procedures, and guidelines and have access to current versions of these documents.
  4. Signifi employees must acknowledge annually they have read and understood the Information Security policies, and their role in protecting Signifi information systems and information assets.
  5. The Security Awareness Program shall be an annual exercise and will be rolled out in collaboration with Human Resources, Learning and Development, Communications and IT Information Security team.
  6. All security awareness training shall provide formal evaluation of the objectives within the training program.

Enforcement

All instances of non-compliance will be reviewed by the department director. The department director, with the assistance of the Human Resources department has the authority to impose disciplinary actions, up to and including termination of employment or contractual agreement.

Update

This policy and all supporting documentation will be reviewed and updated annually or upon material changes to Signifi business rules, technology processes, organizational goals, or information security objectives to ensure its continuing suitability, adequacy, and effectiveness.

Revision History

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| --- | --- | --- | --- |
| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.0 | 2019-12-09 | First draft | Darace Rose |
| 1.01 | 2020-02-26 | Replacing ‘Signifi’ variations | Seenan Bunni |
| 1.02 | 2020-11-30 | Annual review | Razvan Anghelidi |
| 1.03 | 2021-12-12 | Annual review | Hadeel Alzuhairi |