

<b>ABC ORG</b>	<b>HUMAN RESOURCE SECURITY POLICY</b>
<b>Document Owner:</b> Head of Human Resources	<b>Version:</b> 1.0
<b>Classification:</b> Internal Use Only	<b>Effective Date:</b> 01-Jan-2026
<b>Approved By:</b> Chief Information Security Officer (CISO)	<b>Review Date:</b> 01-Jan-2027

## 1. Purpose

The purpose of this policy is to ensure that employees and contractors are suitable for the roles they are considered for, and to reduce the risk of theft, fraud, or misuse of facilities and information assets. This aligns with ISO 27001:2022 Control A.6.1.

## 2. Scope

This policy applies to all permanent employees, contractors, and third-party users of ABC ORG's information systems. It covers the entire lifecycle: Onboarding, Employment, and Termination.

## 3. Policy Statements

### 3.1 Pre-Employment Screening (Addressing Gap A.6.1)

- All candidates shall undergo background verification checks commensurate with the sensitivity of their role.
- Verification shall include, at a minimum: Identity proof, Criminal record check, and Academic qualification validation.

### 3.2 Terms and Conditions (Addressing Gap A.6.2)

- All employees shall sign a Non-Disclosure Agreement (NDA) prior to accessing any organizational information.
- The employment contract shall clearly state the employee's responsibility for information security and the potential legal consequences of data leakage.

### 3.3 Information Security Training (Addressing Gap A.6.3)

- All new joiners shall complete the "Information Security Basics" training module within 7 days of their start date.
- Access to critical systems (e.g., Production Databases) shall not be granted until this training is completed.

### 3.4 Termination or Change of Employment (Addressing Gap A.5.11)

- Upon notice of termination, HR shall immediately notify the IT Security Team.
- All logical access rights (email, VPN, cloud) shall be revoked by 6:00 PM on the employee's last working day.
- All organizational assets (Laptops, Access Cards, Tokens) shall be returned and verified using the "Asset Return Checklist."