

# Human Resource Policy

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## 1. Introduction

### 1.1 Objective

This policy discusses about implementing ISMS security controls to ensure employees, contractors and third party users understand their responsibilities and roles for which they are considered for before the employment, during the employment and after termination or change of employment.

### 1.2 Scope

The scope of this policy applies to all employees, contractors and third party such as consultants appointed / selected by HR / Concern Department.

### 1.3 Glossary of Terms

Terms	Description
Admin	Administration
ERR	Enterprise Risk and Resilience
HR	Human Resource
ISMS	Information Security Management System
NDA	Non-disclosure Agreement
SGA	SG Analytics Pvt. Ltd.

## 2. Responsibility

HR team would be responsible for verifying the effectiveness of the process and its revision whenever required.

## 3. Policy

1. The roles and responsibilities of employees, contractors and third party users shall be defined and documented
2. Formal Recruitment procedure shall exist which is based on SGA's requirement of employment. The requirement shall include but not limited to, appropriate qualifications and experience; pre-recruitment screening and background checks; relevant laws, regulations and ethics
3. All the employees, contractors and third party shall agree and sign the terms and conditions of appointment including but not limited to Non-Disclosure of information, which include their organizational responsibilities for Information Security during and after contract term
4. ERR team shall establish security awareness training program (in coordination with respective departments) on
  - a. Induction of new employees, contractor or third party into the organization
  - b. Changes in information security policies for all existing employees, contractors and third party.
5. Any violation or non-compliance of Information Security Policy by employee, contractor or third party shall call for formal disciplinary action as per Disciplinary Policy

6. After termination of services or internal transfer, employee, contractor or third party, shall abide by Information Security policy in accordance with the NDA signed during recruitment or as per appointment letter
7. In the event of termination; the employee, contractor or third party shall return all SGA assets in their possession as per Employee Exit Procedure
8. In the event of change of role, the employee, contractor or third party, shall handover all the organizations assets in their possession to respective Project Manager / Department Head
9. In the event of termination, the employee, contractor or third party's physical and logical access rights shall be revoked and if necessary transferred to designated person for monitoring purpose
10. In the event of change of role; the employee, contractor or third party's physical and logical access controls shall be withdrawn that are not relevant to his new engagement / role and if necessary transferred to designated person for monitoring purpose

#### **4. Reference**

1. Recruitment Procedure
2. Disciplinary Action Policy
3. Exit Policy