

Human Resource Security Policy

Policy Owner: VIMBuild, LLC

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Purpose

To ensure that employees and contractors meet security requirements, understand their responsibilities, and are suitable for their roles.

Scope

This policy applies to all employees of VIMBuild, LLC, consultants, contractors, and other third-party entities with access to VIMBuild, LLC production networks and system resources.

Policy

Competence & Performance Assessment

The skills and competence of employees and contractors shall be assessed by human resources staff and hiring managers. Competency evaluations may include reference checks, education and certification verifications, technical testing, and interviews.

All VIMBuild, LLC employees will undergo an annual performance review, which will include assessments of job performance, competence, adherence to company policies, and achievement of role-specific objectives.

Terms & Conditions of Employment

Company policies and information security responsibilities shall be communicated to employees and third-parties at the time of hire. Employees and contractors must formally acknowledge their understanding and acceptance of security responsibilities. Employees and third-parties with access to company or customer information shall sign appropriate non-disclosure, confidentiality, and code-of-conduct agreements.

Management Responsibilities

Management is responsible for ensuring that information security policies are reviewed annually, distributed, and adhered to. Annual policy reviews shall include evaluating related procedures, standards, and guidelines.

Management shall ensure that information security responsibilities are communicated through written job descriptions, policies, or other documented methods. Compliance with security policies and fulfillment of responsibilities shall be evaluated during performance reviews.

Information Security Awareness, Education & Training

All VIMBuild, LLC employees and third-parties with administrative or privileged technical access to VIMBuild, LLC production systems shall complete security awareness training at hire and annually thereafter. Management shall monitor training completion and enforce compliance with this policy.

Personnel shall receive security and data privacy training appropriate to their roles. Security-related updates and communications shall be provided on an ongoing basis.

Security leaders and key stakeholders shall maintain relevant certifications, attend training, and engage with industry groups as appropriate.

Termination Process

Employee and contractor termination and offboarding processes shall ensure that physical and logical access is promptly revoked in accordance with company policies. All company-issued equipment must be returned.

Any security or confidentiality agreements remaining valid after termination shall be communicated to the departing employee or contractor at the time of termination.

Disciplinary Process

Employees and third-parties who violate VIMBuild, LLC information security policies shall be subject to the VIMBuild, LLC disciplinary process, up to and including termination of employment or contract.

Exceptions

Requests for an exception to this policy must be submitted to the [Administrator](#) for approval.

Violations & Enforcement

Any known violations of this policy should be reported to the [Administrator](#). Violations can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with company policies, up to and including termination of employment.