

HR & Personnel Security Policy

Security responsibilities across hiring, onboarding, training, and offboarding.

Version: 1.0 · **Last updated:** December 2025 · **Owner:** Security Lead

1. Purpose

To address information security throughout the employment lifecycle.

2. Before employment

- Candidate suitability is verified appropriate to the role, where permitted by law.
- New hires and contractors agree to confidentiality obligations.

3. During employment

- All personnel acknowledge our Information Security and Acceptable Use policies.
- Security awareness training is completed at onboarding and periodically thereafter.
- Access is provisioned on a least-privilege basis.

4. Termination & role change

- Access is revoked promptly upon departure or role change.
- Company devices and data are returned or securely removed.

5. Review

This policy is reviewed at least annually.