



# **Human Resource Security (HRS) Policy**

**Version 1.0**

**February 2019**

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**DOCUMENT CONTROL**

This is a controlled document.

All changes must be authorised by the document owner and tracked below.

**DOCUMENT OWNER**

<b>Owner:</b>	Robert Nathan
<b>Phone:</b>	1800 876 642
<b>Email:</b>	<a href="mailto:admin@cloudtronics.com.au">admin@cloudtronics.com.au</a>

**DOCUMENT HISTORY**

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
0.1	7 February 2019	Robert Nathan – Initial version.
1.0	8 February 2019	Approved by Robert Nathan.

## INTRODUCTION

### OBJECTIVE

This objective of the *Human Resource Security (HRS) Policy* is to ensure that employees, contractors and supplier users are suitable for their roles and off boarded appropriately when required.

### SCOPE

This policy applies organisation-wide including:

- information created or received by the company in hardcopy or electronic form
- systems (e.g. hardware & software) used to store, process or transmit company information
- people accessing company information (employees, contractors and external parties)
- physical assets used to protect company information
- suppliers that store, process or transmit company information on behalf of the company

### GENERAL RESPONSIBILITIES

Role	General responsibilities
Executive	<ul style="list-style-type: none"><li>• Approve the Information Security Management Framework (ISMF) policy and monitor performance</li></ul>
ISGC	<ul style="list-style-type: none"><li>• Approve this and other policies, standards and procedures</li></ul>
Managers	<ul style="list-style-type: none"><li>• Apply policies and associated procedures on a risk-managed basis</li></ul>
All people	<ul style="list-style-type: none"><li>• Conform with company policies such as this and associated procedures</li><li>• Report suspected or actual deviations to management: (e.g. via <a href="mailto:security@cloudtronics.com.au">security@cloudtronics.com.au</a>)</li></ul>

Further specific responsibilities are assigned in each policy.

### GLOSSARY OF TERMS

Refer to the glossary of terms as required.

## STATEMENTS


The *Human Resource Security (HRS) Policy* addresses the following topics:

- Background checks
- Employee agreements
- Security awareness
- Disciplinary procedures
- Termination or change of employment

Other topics are addressed in complimentary policies, standards, guidelines and procedures.

## BACKGROUND CHECKS

The *HR Manager*:


Ref	Statement	
HRS-1	Performs background checks in the form of a national police check to ensure that employees and contractors are suitable for their roles.	
HRS-2	Performs background checks in the form of a Baseline security for all people with access to government classified information.  Note: The Australian Government personnel security management protocol describe the requirements for Baseline security clearances as follows: <a href="https://www.protectivesecurity.gov.au/personnelsecurity/Pages/Agencypersonnelsecurityresponsibilitiesguidelines.aspx">https://www.protectivesecurity.gov.au/personnelsecurity/Pages/Agencypersonnelsecurityresponsibilitiesguidelines.aspx</a>	<b>ISM</b>
HRS-3	Reviews the status of background checks at least <u>annually</u> and determines if additional checks are required based on the level of risk.	

The *Manager*:

Ref	Statement	
HRS-4	Validates the identity of the new starter by comparing the person against photographic evidence (i.e. driver's license or passport) and clearance details.	


## EMPLOYEE AGREEMENTS

The *HR Manager*:


Ref	Statement	
HRS-5	Ensures contractual agreements with employees and contractors shall state their and the organisation's responsibilities for information security.	
HRS-6	Reviews the status of employee agreements at least <u>annually</u> and determines if additional clauses are required based on the level of risk.	

## SECURITY AWARENESS

The *CISO*:

Ref	Statement	
HRS-7	Develops and delivers an introductory information security awareness program to new starters.	
HRS-8	Develops and delivers an up-to-date information security awareness program to existing team members at least <u>annually</u> .  Note: An up-to-date information security awareness program includes an emphasis based on evolving threats, open risks, critical controls, identified weaknesses and performance against objectives.	

All people:

Ref	Statement	
HRS-9	Attend introductory information security awareness program upon commencement of employment.	
HRS-10	Attend up-to-date information security awareness program at least <u>annually</u> .	

## DISCIPLINARY PROCEDURES

The *HR Manager*:

Ref	Statement	
HRS-11	Follows documented disciplinary procedures in response to serious or continued violation of policies.  Note: This involves actions commensurate with the violation and may include re-training, written warnings or termination of employment.	

## TERMINATION OR CHANGE OF EMPLOYMENT

The *Manager*:

Ref	Statement	
HRS-12	Requires assets be returned and access removed when staff and contractors are no longer employed or no longer require them.  Note: This involves notifying the relevant system managers.	