

# Human Resources Security

Version 8



## Document Information

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## Revision History

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## Reviewer and Approver

Name	Title	Comments	Date Reviewed
Mr.Udaya Bhaskar Reddy	Co-Founder & CTO	Approved	13-May-2026

## Table of Contents

1.	<b>Prior to Employment</b> .....	1
1.1	Objective .....	1
1.2	Roles and Responsibilities .....	1
1.3	Screening .....	1
1.4	Terms and Conditions of Employment .....	1
2.	<b>During Employment</b> .....	2
2.1	Objective .....	2
2.2	Management Responsibilities .....	2
2.3	Education and Training .....	2
2.4	Disciplinary Process .....	2
3.	<b>Termination or Change of Employment</b> .....	3
3.1	Objective .....	3
3.2	Termination Responsibilities .....	3
3.3	Return of Assets .....	3
3.4	Removal of Access Rights .....	3
4.	<b>Policy Review</b> .....	3

## **Human Resource Security Policy**

### **1. Prior to Employment**

**Objective:**

Ensure that employees, contractors, and third-party users understand their responsibilities and are suitable for the roles they are considered for, in order to reduce the risk of theft, fraud, or misuse of facilities.

**Roles and Responsibilities:**

Security roles and responsibilities of employees, contractors, and third-party users shall be defined and documented in accordance with the organization's information security policy.

**Screening:**

Background verification checks on all candidates for employment, contractors, and third-party users should be carried out in accordance with relevant laws, regulations, and ethics, and proportional to the business requirements, the classification of the information to be accessed, and the perceived risk.

**Terms and Conditions of Employment:**

As part of their contractual obligation, employees, contractors, and third-party users shall agree to and sign the terms and conditions of their employment contract, which shall state their and the organization's responsibilities for information security.

### **2. During Employment**

**Objective:**

Ensure that all employees, contractors, and third-party users are aware of information security threats and concerns, their responsibilities and liabilities, and are equipped to support organizational security policies in the course of their normal work, while reducing the risk of human error.

**Management Responsibilities:**

Management shall require employees, contractors, and third-party users to apply security in accordance with established policies and procedures of the organization.

**Education and Training:**

All employees of the organization, and where relevant, contractors and third-party users, shall receive appropriate awareness training and regular updates in organizational policies and procedures, as relevant to their job function.

**Disciplinary Process:**

There shall be a formal disciplinary process for employees who have committed a security breach.

### **3. Termination or Change of Employment**

**Objective:**

Ensure that employees, contractors, and third-party users exit an organization or change employment in an orderly manner.

**Termination Responsibilities:**

Responsibilities for performing employment termination or change of employment shall be clearly defined and assigned.

**Return of Assets:**

All employees, contractors, and third-party users shall return all of the organization's assets in their possession upon termination of their employment, contract, or agreement.

**Removal of Access Rights:**

The access rights of all employees, contractors, and third-party users to information and information processing facilities shall be removed upon termination of their employment, contract, or agreement, or adjusted upon change.

**NOTE-** Next review cycle for this policy is **March 2027**. Management can review the policy at any time and make changes depending on the situation.

All documents related to policies and procedures, where applicable, any reference to Actionable Science is as good as Rezoive.ai.