

1. Human Risk Policy Template

Title:

Human Risk Management Policy

Purpose:

To define employee responsibilities and organisational practices that reduce human-driven cyber risk.

Sections:**1. Objective**

This policy outlines the organisation's approach to reducing human cyber risk through awareness, training, and proactive behaviour.

2. Scope

Applies to all employees, contractors, and temporary staff who have access to company systems or data.

3. Policy Statement

All staff play a role in maintaining cybersecurity. The organisation will provide regular training, phishing simulations, and policy updates to build and maintain awareness. Employees are expected to complete assigned training and report any suspicious activity immediately.

4. Responsibilities

- **IT / Security:** Provide ongoing education, monitor program metrics, and report results.
- **Managers:** Reinforce participation and ensure team compliance.
- **Employees:** Complete training on time, follow best practices, and report potential threats.

5. Enforcement

Failure to comply with training or policy requirements may result in restricted access or disciplinary action.

6. Review

This policy will be reviewed annually or after significant incidents.

2. Employee Cyber Responsibility Pledge

Introduction:

Cybersecurity starts with each of us. By signing this pledge, you commit to supporting a culture of security and protecting our organisation's data, customers, and colleagues.

Pledge Text:

I understand that:

- My actions directly impact the security of our organisation.
- I will complete all required security awareness training on time.
- I will think before clicking on emails, links, and attachments.
- I will report any suspicious activity or potential data breaches immediately.
- I will keep my passwords secure and never share them.
- I will follow all company policies related to data protection and IT usage.

Signature:

Name: _____

Department: _____

Date: _____

Signature: _____

3. Awareness Launch Email Template (to all staff)

Subject: We're launching a new cybersecurity awareness program

Body: Hi [Name],

We're strengthening how we protect our organisation — starting with a new Human Risk Management program.

You'll soon receive personalised cybersecurity training designed to help you identify threats like phishing, data breaches, and password risks. The goal isn't to test you, but to empower you to spot and stop threats before they cause harm.

Here's what to expect:

- ✓ You'll get automatic invites to complete short online modules.
- ✓ You can track your progress in your own user portal.
- ✓ Managers will see team-wide progress to help keep everyone on track.

Your participation helps keep our organisation secure, compliant, and resilient.

Thank you for helping build a stronger security culture.

[Your Name/ Company]

IT / Security Team

4. Manager Communication Email Template

Subject: Your role in building a stronger security culture

Body:

Hi [Manager's Name],

As part of our new Human Risk Management initiative, your team members will be enrolled in ongoing cybersecurity training and phishing simulations.

Your support is key to ensuring high participation and engagement. Please:

- Encourage your team to complete their assigned courses.
- Share awareness updates during team meetings.
- Recognise those who complete their training early or achieve top grades.

Together, we can reduce our organisation's exposure to human error and build a culture of accountability and awareness.

Thanks for your leadership and support,

[Your Name/Company]

IT / Security Team