



# **Human Resources Management Standard**



## Table of contents

Change History	2
1. Purpose, scope and Users	4
2. Compliance and exceptions	4
3. Objectives	4
4. Operational roles and responsibilities	5
5. Workforce roles and responsibilities	5
5.1 Workforce management	6
6. Personnel management	6
7. Background checks and screening	6
7.1 Pre-Hire requirements	7
7.2 CFIUS requirements	8
7.3 Contractual requirements	8
8. Terms and conditions of employment	9
9. Workforce health and safety	9
10. Conflict of interest	9
11. Code of conduct and ethics	10
12. Information security awareness, education, and training	10
12.1 Annual all employee training	10
12.2 New hire training	11
12.3 Phishing campaigns	11
13. Responsibilities after termination or change of employment	12
14. Confidentiality or non-disclosure agreements	12
15. Information security event reporting	13
16. Roles and responsibilities pertaining to this Standard	13
17. Definitions	15
18. Related documents	16
19. Validity and standard management	16