



US HR Security Policy <<XYZ>> Procedure

Revision History

Revision No.	Description of change	Author	Reviewer	Approver	Date
Version No	Description of Change	Author	Reviewer	Approver	Effective Date
1.0	Baseline Release	Aavin Srinivasan	Sangeetha Balaji	Guru	01-APR-2016
1.0	No Changes	Aavin Srinivasan	Sangeetha Balaji	Guru	01-APR-2017
1.1	Termination of employment contracts - modified the designation.	Dheepa Shankar	Sangeetha Balaji	Guru	6-Apr-2018
1.2	Content added on Access to HR Operations and Recruitment Files room. Content added for action taken for negative results of BGV.	Dheepa Shankar	Sangeetha Balaji	Sangeetha/Guru	20-Dec-2018
1.2	No changes	Dheepa Shankar	Kumari	Sangeetha	12-Mar2020
1.2	No changes	Chelsea Cates	Dina Ramos	Christian Blood	16-Nov-2022

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1. PURPOSE

The purpose of this document is to define, implement and maintain a documented policy for Human resource security.

2. SCOPE

Background verification, recruitment process, terms and conditions of employment, termination of employment contracts.

3. ROLES AND RESPONSIBILITIES

The responsibility of the HR manager and HR team is to

4. PROCEDURES

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1.0	Baseline Release	Aavin Srinivasan	Sangeetha Balaji	Guru	01-APR-2016
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1.2	No changes	Dheepa Shankar	Kumari	Sangeetha	12-Mar-2020
1.2	No changes	Dheepa Shankar	Kumari	Sangeetha	22-Oct-2020
1.2	No changes	Dheepa Shankar	Kumari	Sangeetha	21-Mar-2021
1.5	Minor formatting changes	Chelsea Cates	Dina Ramos	Christian Blood	11-Nov-2022

1. Purpose:

To define, implement and maintain a documented policy for Human resource security.

2. Definitions:

- 2.1 DH - Department Head
- 2.2 ISM - Information Security Manager
- 2.3 SA - System Administrator
- 2.4 HR - Human Resources

3. Scope:

Background verification, recruitment process, terms and conditions of employment, termination of employment contracts.

4. Policy:

INTERNAL

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4.1 Background verification and screening

- 4.1.1. Background verification is done for the selected candidates through an outsourced agency
- 4.1.2. HR maintains the records of back ground verification of all employees.
- 4.1.3. Hired Candidates are retained in employment not only based on the result being positive but also based on the Senior Manager - HR's approval for cases where the reports are not positive.

4.2 Protection and usage of assets

- 4.2.1. All employees, contractors and consultants shall protect both tangible and intangible assets.
- 4.2.2. All employees, contractors and consultants are responsible for reporting to Concerned Departmental Heads and/or HR on any suspected threats to the assets, maintained by them.
- 4.2.3. All employees, contractors and consultants shall follow the conditions agreed while the usage of assets.
- 4.2.4. Access to the HR Operations files room and HR Recruitment files room (Includes printer) is limited to the HR Team members and the security team members.

4.3 Terms and conditions of employment

- 4.3.1. Zoho shall enter into formal employment contract and Non-disclosure agreement with all employees. The employment joining policy covers the aspects such as maintenance of proprietary and confidential information with the company, disciplinary action, conflict of interest, and return of information / assets etc.,
- 4.3.2. Consultants who have access to confidential information will enter into a nondisclosure agreement with the company and follow the terms and conditions mentioned therein.

4.4 Training on information security and responsibilities

- 4.4.1. All employees, contractors and consultants should be made aware of relevant security policies, procedures and responsibilities before making them accountable for any tangible or intangible assets.
- 4.4.2. All employees and consultants (who have access to confidential information) should agree in writing about their understanding and meeting the information security policies, procedures and responsibilities, associated with their job
- 4.4.3. The DO's and DONTs are displayed at prominent places for communication regarding the information security.



4.5 Disciplinary action

- 1.1.1 The **HR team** will be responsible to ensure organization against the acts of disloyalty such as fraud, embezzlement, and industrial espionage.
- 1.1.2 The management shall decide on taking such actions against the sources considering the damages / loss.
- 1.1.3 Management shall appoint the advocates upon the need basis for any event / acts of disloyalty.

4.6 Termination of employment contracts

- 1.1.1 The assets shall be revoked on the day of exit. In case of termination, the assets will be revoked immediately or any period as decided by the Management or **Senior HR Manager**.
- 1.1.2 The access cards and identification badges shall be revoked at the time of relieving without any delay
- 1.1.3 The access rights will be removed on obtaining the concurrence from the Senior Associate - HR/Assistant Manager-HR Operations. It is the responsibility of SA to remove the access rights upon the concurrence.
- 1.1.4 Concerned Departmental Heads shall inform the HR Head on any termination action against employees or consultants so as to remove the access rights.

5 Reference records / documents

- 5.1 Background verification record

6 Metrics

- 6.1 Employee Background verification process measure
- 6.2 Physical Access Rights Revoke measures

5. ASSOCIATED DOCUMENTS

- A. Document management system guidelines - [Link](#)
- B. Data classification Policy - [Link](#)
- C. Document Control Policy - [Link](#)



6. EXCEPTION HANDLING

Any exception to the process/procedure must be approved by **the HR manager** and **compliance team** in advance.

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