

REVISION RECORD

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| WIP | Use up | | Rework | | Reject | | NA | √ |
| FG | Use up | | Rework | | Reject | | NA | √ |
| Raw Mtl | Use up | | Rework | | Reject | | NA | √ |

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*OIR : ORIGINATOR INITIATED REVISION

FMT NO: E0406 REV: 9.0

This is an Electronically generated document, is the latest revision, and does not require signature.

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1. Overview

This policy outlines the mandatory IT security training requirements for all employees and contractors of the organization. Its purpose is to ensure a high level of awareness and adherence to IT security best practices. The scope of this policy extends to all personnel who have access to the organization's IT resources, regardless of their role or level within the company.

2. Scope

The scope of this policy extends to all personnel who have access to the organization's IT resources, regardless of their role or level within the company.

3. Policy Statement

The organization is committed to maintaining the highest standard of IT security. As part of this commitment, mandatory IT security training is required for all personnel. This training is critical for protecting the organization's assets, data, and information systems from cybersecurity threats.

4. Training Requirements

- a. Initial Training: New employees must complete a comprehensive IT security training within the first month of employment. This training includes topics such as password policies, data encryption, phishing, and malware.

5. Compliance and Enforcement

Certification: Employees must pass a test at the end of training to demonstrate their understanding of the material.

Record-Keeping: The HR department will maintain records of all completed trainings.

Non-Compliance: Failure to complete mandatory training may result in disciplinary actions. This includes restricted access to IT resources, potential termination, and as a specific enforcement measure, user account disablement until the training is completed.

6. Program Administration

IT department is tasked with the development, delivery, and periodic updating of the training program. A system for collecting and analyzing feedback will be established to continuously improve the training process.

7. Updates and revision of policy

This policy will be reviewed annually to ensure it remains effective and relevant. The process for updating the policy will involve input from various departments, including IT, HR, and legal.

8. Exceptions and Special Considerations

Requests for exceptions to this policy must be submitted in writing to the IT Security Manager. Each request will be evaluated on a case-by-case basis, considering the specific circumstances and potential risks.

9. Policy Awareness and Acknowledgment

The policy will be distributed to all employees or via intranet portal or SharePoint porta. New hires will receive the policy as part of their orientation package.

10. Support and resources

For any questions or additional support related to this policy, employees can contact the IT Security team or HR department. Training materials and resources will be made available on the company intranet.