Security Awareness Training Policy

New Hires:

All new hires are required to attend orientation and will be given fliers and handouts throughout the event. Orientation may consist of presentations, workshops, training videos, and other materials deemed necessary. On completion of orientation, new employees will have to take online courses and/or test to measure the amount of competency in security awareness. These must be completed within a certain time frame after the initial start date. Completion of courses/tests will be submitted and review by the management.

Current Employees:

All employees are required to take refresher courses every year to maintain an appropriate level of security awareness. Employees who require a certain level of proficiency must take classes and document classes taken to maintain proficiency. Classes may be taught in-house or by an external third party. The employee may request compensation for classes offered outside the organization.

Regular periodic division meetings may be held by management, which require attendance of employees to keep a level of awareness for the changing environment.