

Information Security Requirements for Contractors Policy



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Classification	PUBLIC


Overview

Applicability

The applicability of this statement falls under purview of the [Security Documentation Overview](#).

Purpose

The policy's primary aim is to ensure that all contractors working with the Company complete relevant Information Security requirements, such as background checks, information security training and policy acknowledgement.

For a detailed understanding of the Company's approach and responsibilities regarding confidential information, refer to the [ata Classification and Handling Policy](#) 

Scope

This policy applies to all external contractors engaged by the Company who have access to Company information systems and/or data.

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Contractor Agreement Terms

All contractor agreements include the security and privacy requirements consistent with those required of the Company's employees

Contractor Onboarding

All contractors must fulfill the following requirements during their onboarding period.

1. Before commencing work with the Company all contractors must undergo a background check.
 - a. Background check requirements:
 - i. **Independent contractors:** The Company must conduct a background check that meets criteria substantially similar to the requirements defined in the [Global Background Checking Policy](#).
 - ii. **Contractors through an agency:** The Company must ensure that the agency contractually commits to and enforces background check requirements substantially similar to those defined in the Company's [Global Background Checking Policy](#).
2. Within the first week of the contract period, complete Mandatory Information Security & Privacy Training must be completed.
3. Within the first week of the contract period, complete Code of Conduct & Security Policy Acknowledgement form.

Offboarding

The standard deprovisioning process for removing system access applies to contractors the same as it applies to Company employees. Furthermore, requirements regarding returning of Company assets and data at the end of the contract are identical to these requirements for employees.

Policy Compliance

Violations of applicable Company policies and code of conduct may result in disciplinary actions including termination of the contract agreement.

Document control

i This policy is only controlled in its live, digital format. Any other format or export of this policy is an uncontrolled version of this document

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Review cycle	ANNUAL
Next review date	Feb 24, 2026

Version History

Date	Author(s)	Version	Changes
Jun 11, 2025	@Art Machado @angelina.ki Imer	2.1	Clarified purpose, onboarding and offboarding language.
Feb 25, 2025	@Art Machado @angelina.ki Imer @Paul Gordon	2.0	Annual review
Feb 12, 2025	@angelina.ki Imer @Paul Gordon	1.3	Change in name and scope of policy to include background check and general language changes. Change in ownership of the policy to the GRC Team
Nov 1, 2024	angelina.ki Imer	1.2	Changed Policy classification from Confidential to Public
Nov 9, 2023	@Sarah Zwicker (Unlicensed)	1.1	Published on Confluence
Nov 1, 2023	@Stefan Larsen	1.0	Original