

Information Security Requirements for Contractors Policy



Version number	2.1
Last Approved	Jun 11, 2025
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 [Data 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.

Information Security Requirements for Contractors Policy

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

Document Owner	Art Machado	
Author(s)	Angelina Kilmer, Paul Gordon	
Required Approver(s) and Approval Date	Art Machado - VP of Information Security	Jun 11, 2025
Review cycle	ANNUAL	
Next review date	Feb 24, 2026	

Version History

Date	Author(s)	Version	Changes
Jun 11, 2025	Art Machado Angelina Kilmer	2.1	Clarified purpose, onboarding and offboarding language.
Feb 25, 2025	Art Machado Angelina Kilmer Paul Gordon	2.0	Annual review
Feb 12, 2025	Angelina Kilmer 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 Kilmer	1.2	Changed Policy classification from Confidential to Public
Nov 9, 2023	Sarah Zwicker	1.1	Published on Confluence
Nov 1, 2023	Stefan Larsen	1.0	Original