

MySleepScoring™

**Volume 8 – Human Resources Security & Training
Manual**

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Human Resources Security Program

This section establishes company requirements for human resources security program.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Recruitment Standards

This section establishes company requirements for recruitment standards.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Background Screening

This section establishes company requirements for background screening.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Credential Verification

This section establishes company requirements for credential verification.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Employment Agreements

This section establishes company requirements for employment agreements.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Confidentiality Agreements

This section establishes company requirements for confidentiality agreements.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Onboarding Process

This section establishes company requirements for onboarding process.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Security Orientation

This section establishes company requirements for security orientation.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

HIPAA Training

This section establishes company requirements for hipaa training.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Information Security Training

This section establishes company requirements for information security training.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Acceptable Use Training

This section establishes company requirements for acceptable use training.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Remote Workforce Expectations

This section establishes company requirements for remote workforce expectations.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Performance Evaluations

This section establishes company requirements for performance evaluations.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Competency Assessments

This section establishes company requirements for competency assessments.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Continuing Education

This section establishes company requirements for continuing education.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Professional Conduct

This section establishes company requirements for professional conduct.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Disciplinary Process

This section establishes company requirements for disciplinary process.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Termination Procedures

This section establishes company requirements for termination procedures.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Access Revocation

This section establishes company requirements for access revocation.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Exit Interviews

This section establishes company requirements for exit interviews.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Training Records

This section establishes company requirements for training records.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Workforce Sanctions

This section establishes company requirements for workforce sanctions.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

Annual HR Audit

This section establishes company requirements for annual hr audit.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.

HR Security Checklist

This section establishes company requirements for hr security checklist.

The objective is to ensure every workforce member understands their responsibilities for security, privacy, quality, and professionalism.

Training requirements, documentation, competency verification, and supervisory oversight shall be maintained according to company policy.

Managers are responsible for monitoring compliance, documenting deficiencies, and implementing corrective actions when necessary.

Records associated with this program shall be retained and reviewed annually.