

Title: Modern Hire Human Resource Policy	
Department: Information Security	Contact: Jamie Macko
Approval Date: 10/2022	Last Review Date: 10/2022 Review Period: Annual
Applicability: All employees, contractors, and vendors of Modern Hire and its affiliated entities who access or use Modern Hire technology or who process or store Modern Hire data, irrespective of location.	
Authority: The Executive Leadership Team subordinates and supports the policies defined within the Corporate Information Security Policy. It is enforceable as an extension of the Corporate Information Security Policy, under the direction of Modern Hire’s Board of Directors.	

Table of Contents

- 1. Overview..... 2
- 2. Purpose..... 2
- 3. Scope..... 2
- 4. Policy 2
 - 4.1. Recruitment..... 2
 - 4.2. Selection..... 2
 - 4.3. On-Boarding 3
 - 4.4. Background Checks 3
 - 4.5. Termination..... 3
- 5. Enforcement 4
- 6. Key Roles & Responsibilities 4
- 7. Reference Material 4
- Exception(s):..... 5
- Revision History:..... 5