

Title: Modern Hire Vendor Risk Management Procedure	
Department: Information Security	Contact: Jamie Macko
Approval Date: 11/2022	Last Review Date: 11/2022 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. Scope.....2
- 3. Procedure2
- 4. Due Diligence and Vendor Background Check.....2
- 5. Type of Service, Data Collected, Processed, Stored, or transmitted.....3
- 6. Disaster Recovery Model Compliance3
- 7. Data Security Model Compliance.....3
- 8. Access Control Compliance.....4
- 9. Physical Security Model Compliance.....4
- 10. Extent of Vendor Compliance and Security Program.....4
- 11. Vendor Financial Stability4
- 12. Vendor Risk Assessment4
- 13. Approval and Continual Review.....4
- 14. Enforcement.....5
- 15. Key Roles & Responsibilities5
- 16. Reference Material.....5
- Exception(s):.....5
- Revision History:6