



Human Resources Manual
ISO 27001 Compliant
May 20, 2008

Table of Contents

Introduction.....	3
Terms and Conditions of Employment.....	3
Orientation Period	4
Business Hours	5
Time Reporting.....	5
Overtime	6
Human Resources.....	6
Direct Deposit.....	6
Attendance.....	7
Personal Time Off/Vacation.....	7
Performance.....	8
Security Responsibilities.....	8
Work Areas.....	9
Conduct / Disciplinary Process	10
Personal Appearance.....	11
Personal Property.....	12
Company Property	12
Inclement Weather	12
Harassment in the Workplace.....	12
Equal Employment Opportunity.....	13
At-Will Employment	13
Procedure for Involuntary Termination.....	14
Resignation.....	14
Document Control Procedures	14
Project Manager: Linda Weston Personnel.....	15
SIGNATURE PAGE.....	15
Annexures.....	16
<i>Annexure 1: Information Security Policy Statement.....</i>	<i>16</i>
<i>Annexure 2: Background Check Policy.....</i>	<i>16</i>
<i>Annexure 3: Disclosure and Authorization Form.....</i>	<i>16</i>
<i>Annexure 4: Confidentiality Agreement.....</i>	<i>16</i>
<i>Annexure 5: Acceptable Use Policy.....</i>	<i>16</i>
<i>Annexure 6: Information Security Policies.....</i>	<i>16</i>
<i>Annexure 7: Acknowledgement of Badge.....</i>	<i>16</i>

Introduction

Linda Weston Personnel, Inc.'s policies and procedures were developed to reflect and foster sound business practices and high standards of professional conduct by employees, as well as to comply with all applicable laws, regulations and security certification requirements. In establishing certain guidelines and rules of conduct, the company's sole intention is to protect the rights of all employees, to promote maximum cooperation among employees, and to maintain the company's high standards of professionalism, performance and service. None of the policies or procedures in this handbook is a contractual commitment by the company, nor does it change your status as an employee-at-will (which means that either you or the company may terminate the employment relationship at any time with or without cause or notice).

Our human resource policies and procedures reflect high standards not only for sound business practices and professionalism, but also for security. Our client, Firstsource, is the first Indian BPO company to have been awarded the BS7799 (the British standard for information security). At the time this standard was implemented, BS7799 was the only "certifiable" standard for information security. BS7799 now has been superseded and replaced with an ISO/IEC standard, the ISO 27001. ISO 27001 is now the recognized worldwide standard for information security. The ISO 27001 certification process is very stringent and verifies a total of 133 controls across 11 domains of information security. This manual addresses the controls related to human resources practices and procedures at Firstsource's sites. As this is an important priority for Firstsource's client, Firstsource's Information Security Policy Statement is provided in this manual as Annexure 1, and/or in printed form within the HR office at each site.

These policies, procedures, and benefits are continuously reviewed for updating and Firstsource/Linda Weston Personnel reserves the right to change them from time to time in order to improve our company and its service to clients, customers and employees.

Terms and Conditions of Employment

As a condition of employment with Linda Weston Personnel, Inc. the following terms and conditions must be met:

- Satisfactory screening and background check results. The background check policy and disclosure and authorization form are included as Annexures 2 and 3 and/or may be viewed in the on-site HR Department.
- Acceptance of terms outlined in the confidentiality agreement. Signed confidentiality agreements will be kept in each employee's personnel file. The confidentiality agreement is included as Annexure 4 and/or may be viewed in the on-site HR Department.

- Acceptance of the policies and procedures outlined in this HR Manual, evidenced by the employee's signature on page 16.
- Successful completion of trainings as required for job performance
 - Security briefings
 - Training on processes and procedures specific to the employee's job

These terms and conditions will be enforced as to temporary or leased employees as is necessary to the employees' job duties.

Orientation Period

Your first ninety days of employment are considered an orientation period. This is a time for getting to know your fellow employees, supervisor, manager and the tasks related to your job. Your department manager should explain the responsibilities of your job and the performance standards that are expected of you.

FULL TIME EMPLOYEES:

During the first 90 days of this period you are not eligible for Health Benefits. You will accrue paid time off at a rate of ½ day per full month worked, but you are not eligible to use your paid time for your first ninety days as your attendance is critical for learning. You will, however, receive any statutorily required benefits when qualified. Your Attendance/Merit Bonus begins the first month following the completion of your training period, after you have moved into production.

PART TIME EMPLOYEES:

Part time employees are those employees who work 32 hours or less in a week. You are not eligible for Health Benefits. You will accrue paid time off at a rate of ¼ day per full month worked, but you may not use this time during your first ninety days as your attendance is critical for learning. You will be paid for statutory holidays at a rate of 4 hours per day when qualified. You will also be eligible for an Attendance/Merit Bonus on a pro-rated basis after your first full month following the completion of your training period, after you have moved into production.

We want to ensure that every employee in our organization knows what is expected of him or her by providing sound training, enabling them to work efficiently. The following trainings will be provided to you during your orientation period:

- **Security Briefing** – Each new employee will receive an initial security briefing during orientation and will sign a form acknowledging receipt of this training. The briefing covers items such as personal use of company resources, password protection, applicable laws, workplace security policies and incident reporting. Firstsource's Acceptable Use Policy PL-ISMS-ENT-003, which covers security policies related to employees' use of information systems and networks, is included as Annexure 5. Other security policies are available to all employees in

hard copy on site and in this manual as Annexure 6. Employees are required to sign an “acceptance of securities responsibilities” sheet as a condition of their continued employment. The format for this sheet shall conform to the policy F-ISMS-ENT-009 and the records shall be maintained as hard copies by the HR Department. Violations of any security policy will be investigated and reported immediately to management, and may be grounds for termination.

- **Work-Related Training** – Training specific to the employee’s work and related processes will be provided during the orientation period; specific trainings will vary depending on the type of work the employee does. Details about required trainings, including refreshers and updates, will be communicated by the Operations/Site Manager.

Business Hours

Utah

Regular business hours are 7:00 a.m. to 12:00 midnight. Monday through Friday, and 7:00 a.m. to 3:30 p.m. on Saturday. However, hours may vary to meet needs of the customer. Your manager will provide you with more specific operating hours for your position. Understand that you may not work through lunch in order to arrive late or leave early or to work extra time, unless authorized in advance by your manager. All schedule changes must be in writing and approved in advance by your manager.

New York

Regular business hours are 7:30 a.m. to 10:00 p.m. However, hours may vary to meet needs of the customer. Your manager will provide you with more specific operating hours for your position. Understand that you may not work through lunch in order to arrive late or leave early or to work extra time, unless authorized in advance by your manager. All schedule changes must be in writing and approved in advance by your manager.

Michigan

Regular business hours are 8:00 a.m. to 4:30 p.m. However, hours may vary to meet needs of the customer. Your manager will provide you with more specific operating hours for your position. Understand that you may not work through lunch in order to arrive late or leave early or to work extra time, unless authorized in advance by your manager. All schedule changes must be in writing and approved in advance by your manager.

Time Reporting

By law, we are obligated to keep accurate records of the time worked by non-exempt (hourly) employees. Your Supervisor will instruct you on proper methods of recording your hours. You are to record arrivals and departures, including lunch and brief absences such as doctor or dentist’s appointment. Non-exempt (hourly) employees must obtain their Supervisor’s approval to work hours in excess of their regularly scheduled hours.

Overtime

From time to time, it may be necessary for you to work overtime. All paid overtime for non-exempt employees must be approved in advance by your Supervisor. **When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. Scheduled overtime work is normally announced in advance and may involve an entire department or operation. This type of overtime becomes part of the required work week of the members of the affected department.** If you need to be excused from performing scheduled overtime, please consult your Supervisor. **He/she will consider your situation and the requirements of the department in deciding whether you may be excused.** Non-exempt employees will be paid 1 ½ times your regular hourly wage for any time worked over 40 hours per week, or as defined by law, provided that you have actually worked the 40 hours. Holiday, vacation or other paid time off is not included within the 40 hours calculation for purposes of overtime.

Human Resources

Linda Weston Personnel, Inc. is an independent contractor retained by Firstsource to handle the company's Human Resource functions. In addition, Linda Weston Personnel supplies labor to Firstsource on a number of specified projects. Individuals sent to Firstsource by Linda Weston Personnel, Inc are subject to Firstsource's confidentiality and security requirements and are also expected to abide by the policies and procedures of Linda Weston Personnel, Inc. Linda Weston Personnel, Inc. is responsible for keeping employee files up to date specifically with regard to pay, deductions, direct deposit and benefits. If you have a change, you must notify your Supervisor or HR immediately in writing (email is sufficient). Firstsource/Linda Weston Personnel, Inc. reserves the right to withhold from an employee access to any documents in his/her file it deems private, confidential or privileged. All employee files will be classified as "confidential" according to the information classification policy. A "Firstsource Confidential" stamp will be applied to all personnel files to further clarify their classification as confidential files.

Direct Deposit/Pay Checks

The company offers direct deposit of payroll checks to all employees. Prior to implementation of direct deposit an authorization form must be submitted to Linda Weston Personnel, Inc. It will take up to two weeks to implement a new request for Direct Deposit, or any changes to it. You will receive a pay voucher at your work site confirming payment was deposited. If you choose to receive a paper check it will be sent by special delivery along with the pay vouchers. It will then be handed out by management. If you lose your check after receipt, you will be required to pay a stop payment fee in order to obtain a replacement check.

Attendance

From time to time, it may be necessary for you to be absent from work. We are aware that emergencies, illness, or pressing personal matters cannot always be scheduled outside of your work hours. For this purpose employees accumulate paid time off. Any earned paid time off **must** be used for any absences. If you are unable to report to work or you will arrive late, please contact your Supervisor. Give them as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request time off directly from your Supervisor which may be required to be in writing. When you call to inform your Supervisor of an unexpected absence or late arrival, ask for your Supervisor directly. For late arrivals, please indicate when you expect to arrive for work. Notifying a fellow employee is not sufficient unless authorized by your Supervisor; voice mail is acceptable.

If you are unable to personally call because of a serious injury or emergency, you must have someone call on your behalf. If your manager is not available to take the call, a message may be left with another manager or designated representative along with a phone number where you may be reached.

Absence from work for three consecutive days without notifying your Supervisor or HR Department will be considered a voluntary termination (quit). Your Supervisor may request you submit written documentation from your doctor for any sick time that is taken. If you are absent three or more days because of illness, you will be required to provide written documentation from a doctor confirming your illness and giving a date that you will be released to return to work. This must be done before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation. Your Supervisor will record absences, lateness and/or early departures from work and the reasons in your employee file. Except as prohibited by federal or state laws, your attendance record will be considered when evaluating requests for promotions, transfers and leaves of absences. Be aware that excessive absenteeism, failure to report to work on time, taking excessive breaks or meal periods or leaving early without the Supervisor's approval may lead to corrective action and/or termination of employment.

Personal Time Off/Vacation

After your initial 90 days probation, full time employees will accumulate ½ day per month for personal time off (PTO) up to a maximum of six (6) days starting with the first complete month worked. Once you have completed one (1) year you will accumulate 6.75 hours per month for PTO up to a maximum of ten (10) days per year. (The 12th month you will accumulate 5.75 hours). Part time employees will accumulate ¼ day per month for personal time off (PTO) up to a maximum of three (3) days starting with the first complete month worked.

After you have completed your first three (3) months, both full time and part time employees will be eligible to be paid for the following holidays: New Year's Day,

Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day. Should any of these days fall on a Saturday you will be given the Friday off. If a holiday falls on a Sunday you will be given Monday off. Please note that part time employees will be paid for 4 hours only for a holiday. If the holiday falls on your regularly scheduled work day, you will be paid. If you are not scheduled to work that day you will not receive any holiday pay. In both cases, employees must work the scheduled day before and scheduled day after the holiday to be eligible.

Performance

Quality work and effective use of time are important necessities of your performance. It is your responsibility to take pride in your work, work carefully and do your best. If you are late or absent from work, or if you waste time on the job, you are not only hurting yourself, but also jeopardizing the job security of fellow employees. Time is important in meeting schedules and satisfying customers. Wasting time by more than occasional short conversations with other employees during working hours is not acceptable. The use of cell phones is prohibited within all secured areas.

Your Supervisor is continuously evaluating your job performance. Day to day interaction between you and your Manager/Supervisor should give you a sense of how your Manager/Supervisor perceives your performance. Performance and compensation reviews are normally conducted annually on or about each employee's anniversary date. A review may also be conducted in the event of a promotion or a change in duties and responsibilities. Occasionally an employee may be moved into a position with a lower level of responsibility through reevaluation or for other reasons. Adjustments to salary as a result of the demotion will be determined on a case by case basis.

Security Responsibilities

Protecting customer and company information is one of our most important jobs; therefore, please make sure you understand your security responsibilities. The premises are monitored by surveillance cameras 24x7 for your safety. Violations of security policies will be treated very seriously and will result in disciplinary action up to and including termination of employment. Aspects of your security responsibility as an employee or third party user include the following:

- **Security Awareness** – Each new employee receives an initial security briefing during orientation. The briefing covers items such as personal use of company resources, employee badges, password protection, applicable laws, workplace security policies and incident reporting. Security policies are available in hard copy on site and in this manual as Annexure 6. It is your responsibility to be aware of and abide by all security policies and procedures, including those specified by clients in contract terms.
- **Employee Access** – Badges will be issued to each employee with an access level approved by the Site Operations Manager. As a condition of employment,

every employee must sign an “Acknowledgement of Badge” form, indicating awareness of proper badge use. This form is included in this HR Manual as Annexure 7 and in hard copy in the HR Department. Upon termination, the access badge must be collected and, if not returned, it must be deactivated on termination date. All personnel must acquire a user I.D. and password before accessing resources. This access is requested by a security officer, approved by management and reviewed at least annually to ensure that it is still valid. When the access is no longer valid, it will be terminated.

- **Password Controls** – Employees shall be trained on password best practices and the password restrictions shall be enforced via the active directory in accordance with the domain security policy (PL-ISMS-ENT-005).
- **Access to Server room and File room** – Access to confidential and sensitive areas is restricted to individuals who are authorized by management on a strict "need to know" basis. Permissions must be logged and the security officer should be aware of which personnel are in positions of special access. Ensure these doors are closed properly at all times and locks are in good working order

General Office – Ensure that all visitors sign in and are escorted throughout the facility for the length of their visit. Monitor office cameras and ensure no photographic technology is used within the facility. Perform daily end-of-day walk through to ensure no customer or company information is left unsecured and all monitors are locked. Enforce all security policies throughout the day including, but not limited to, no cell phone use, no tailgating and maintaining locked works stations. At random intervals and when suspicious, perform searches of employees and / or work stations while accompanied by management.

- **Responding to Security Incidents** – Report all security breaches, including any attempt to solicit information about the company or the work performed, immediately to the security officer and onsite operations manager. The Operations Manager will then alert the Central Support Desk over the phone or by using the self-service online tool. All security incidents will be documented in the format prescribed by the incident management system (documented in security policies provided as Annexure 6).

Work Areas

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times. It is a required safety precaution. Easily accessible trash receptacles are located throughout our facilities. Please place all litter in appropriate receptacles. Always be aware of good health and safety standards, including fire and loss prevention, and report anything in need of repair or replacement to your manager or security officer.

The following aspects of Firstsource’s Information Security, Clean Desk and Clear Screen Policy, which is contained in the Acceptable Use Policy (Annexure 5), must be strictly observed:

- Employees should never leave customer or company information unprotected. All employees must ensure that they clear their desks prior to leaving for a break and at the close of business every day. Employees must protect sensitive or proprietary information, electronic or hard copy while on site or traveling for business. All such information should be locked in desks, safes or behind locked doors.
- All computer monitors must be locked when employee is away from computer, even just for a minute. All PCs tied to the Firstsource Windows domain shall be configured to activate a password protected screen saver with an idle timeout of five minutes for production users and 10 minutes for non-production users in accordance with the Domain Security Policy (PL-ISMS-ENT-005).
- All paper information should be stored in designated secure areas or placed in bins for on-site shredding. No customer information should ever be placed in the garbage bin or leave the premises unless traveling on business.
- **Uncovered drinks or food are not permitted at work stations.**
- **The use of cell phones and cameras is strictly prohibited on company premises.**
- All individuals and personal items entering the facility are subject to search as well as all work stations.
- Designated employees perform an end of day security check where they ensure all work stations are secured.

Conduct / Disciplinary Process

People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. It is important that as a member of that team you understand what is expected of you. If you have any question at all, discuss it with your immediate supervisor. Understanding is vital to teamwork. Besides attitude problems, the following are examples of employee conduct that are not permitted and will result in corrective action and/or termination of employment.

- Conduct that you have been informed is unacceptable
- Failure to maintain satisfactory work performance standards
- Violations of security policies or procedures
- Falsification of time records, personnel records or other company records
- Smoking, gambling, use of drugs or alcohol on company premises
- Possession of firearms, explosives or other lethal weapons on the premises including the parking lot
- Abuse or waste of company tools, equipment, fixtures, property or supplies

- Creating or contributing to hazardous, unhealthy or unsanitary conditions
- Failure to cooperate with supervisor or co-workers
- Disorderly conduct, harassment of other employees including sexual harassment or use of abusive language
- Sleeping on the job
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on or off the premises when engaged in a work assignment
- Dishonesty or the unauthorized possession, removal or use of company or another employee's property, including records and confidential information
- Repeated tardiness or absence without prior notification to Supervisor or without satisfactory reason, or unavailability for work

You can be assured that corrective action will be taken only when an investigation of the facts shows that it is justified. It is our practice to ensure that violations of policies are appropriately addressed with consistent corrective action. The following are examples of corrective action available to supervisors:

- Verbal notifications/warnings
- Written notifications/warnings, which may include a probationary period
- Suspension
- Termination

Personal Appearance

A neat, tasteful business casual appearance is expected during working hours. Employees are expected not to deviate from conventional dress or personal grooming and hygiene standards. If your attire or grooming habits are not suitable as determined by your manager, you may be asked to leave your work site until you are properly attired. Non-exempt employees will not be paid for the time they are off for this purpose. Your manager has the sole authorization to determine appropriate dress, and anyone who deliberately or consistently violates this standard will be subject to appropriate corrective action. Our goal is to allow everyone to feel comfortable at work, yet always professional. Anyone who deliberately or consistently violates this standard will be subject to appropriate corrective action. If you have questions about particular clothing please ask your Supervisor or call the Human Resources Department.

General Guidelines for Dress Code:

- Employees may dress casually as long as they are clean and neat. (jeans are acceptable)
- Clothes that are torn or have holes are not acceptable
- No flip flops, open toed shoes, short shorts, tank tops, offensive t-shirts

Personal Property

We cannot assume any responsibility for theft, loss or damage to personal property of any employee.

Company Property

It is each employee's responsibility to understand the equipment needed to perform his/her duties. If you find that equipment is not working properly, or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments can be made. You should not start to operate equipment you believe to be unsafe under any circumstance, nor should you adjust or modify the safeguards provided. Any property issued to you, such as keys, building security cards, pagers, laptops or other equipment must be returned at the time of your termination or resignation, or as requested by your manager or another authorized member of management. The company reserves the right to seek reimbursement for lost or damaged items as permitted by law.

Inclement Weather

It is our policy to remain open despite adverse weather conditions to meet our commitments to our customers. We are equally concerned for your safety. You must exercise your own judgment about personal safety. Be sure to follow the call-in procedure established for your department. Whenever non-exempt employees are absent from or late for work, leave early or the department is closed because of inclement weather, they must use PTO or leave without pay.

Harassment in the Workplace

Employees at all levels are entitled to work in an environment that is free from all forms of harassment including harassment based on race, color, gender, religion, national origin, age, marital status, sexual orientation, disability, military/veteran status, or any other status protected by Federal or State law or local ordinance. Additionally, employees are expected to use courtesy, common sense, and respect for the rights of others in their working relationships. We have a Zero Tolerance rule regarding all forms of harassment.

One aspect of our policy requiring some clarification is our prohibition of any form of sexual harassment in the workplace. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a

sexual nature. No supervisor, manager or other employee shall threaten or insinuate, either explicitly or implicitly, that another person's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancements, assigned duties or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another person engaging in sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault or any other conduct which has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Persons who supervise others are responsible for creating an atmosphere free of harassment and ensuring that discriminatory treatment and harassment do not occur in their work areas. All employees are responsible for respecting the rights of their co-workers and complying with this policy. Any employee who has experienced or witnessed harassment should report the alleged act to his or her manager and the Human Resources Department. The complaint and the complainant's identity will be revealed strictly on a "need to know" basis, and under no circumstances will the complainant be subject to retaliation for having registered the complaint. Every effort will be made to promptly investigate any allegations of discrimination, harassment and/or retaliation in as confidential a manner as possible, and to take appropriate corrective action if warranted. The employee will be advised of the findings and conclusions. The HR department **MUST** be notified of all claims of discriminatory treatment, harassment or coercion by any supervisor or manager who believes such an activity to be taking place. Any employee, supervisor, or manager who violates the harassment policy will be subject to appropriate corrective action and/or termination of employment.

Equal Employment Opportunity

The company has a policy of equal employment opportunity that prohibits any form of unlawful discrimination against employees. We ensure equal opportunity for all employees and applicants for employment. We hire, train, promote, compensate, dismiss and base all employment decisions without regard for race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, disability or citizenship, as well as other classifications protected by applicable federal, state or local laws.

At-Will Employment

The company may at any time, add, change, or rescind any policy, procedure or practice at its sole discretion, without notice. Employment with the company is an "at-will" relationship, meaning that you or the company may end the relationship at any time with or without cause. Nothing in this manual creates, or is intended to create, a contractual

relationship and nothing herein changes the employee status as an “at-will” employee.

Procedure for Involuntary Termination

In keeping with its employment at-will policy, the company reserves the right to exercise termination at any time and for any reason that is not prohibited by law; however, the discharge of any employee is considered to be a very serious situation that requires a carefully conducted prior review. No Manager/Supervisor can terminate an employee without consulting Human Resources first. The Manager/Supervisor may place an employee on administrative leave immediately. This review process will involve at least one other member of the management team, most often the Supervisor’s Manager and/or a representative of Human Resources. An employee who is discharged because of violation of company policy will not be permitted to return to his/her department or work area, or to any other department or work area without specific approval of the Supervisor or Human Resources, and must be escorted to do so. The responsibility for termination or change of employment shall rest with the onsite Operations Manager. With respect to leased and/or temporary employees, that responsibility lies with Linda Weston Personnel in consultation with the onsite Operations Manager.

Upon termination, employees shall return all company assets in their possession and have their physical and logical access rights revoked. Privileged access to sensitive information or information possessing assets may be revoked even during the notice period prior to the employee’s departure. Early revoking of such privileged access shall be effected by the technology team if advised as such by the Firstsource InfoSec team, the MISF or client representatives. All revocation of physical and logical access shall be processed via the Information Systems Account Management Application (ISAM) application that is described in PR-ISMS-ENT-007.

Resignation

While we hope that we will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with us. If you anticipate having to resign your position, you are encouraged to notify your manager in writing, at least two weeks in advance of the date you plan to leave. In instances where an employee leaves our employ, Human Resources would like to conduct an exit interview to discuss reasons for leaving and recommendations that he or she may have about the Company. All information will be shared on a need-to-know basis.

Document Control Procedures

This HR Manual shall be protected and controlled in accordance with the Document Control Procedures PR-ISMS-ENT-001, which shall take the following into account:

- Adequacy vis-à-vis the policy reference
- Periodic review with an authorized change process

- Changes and current revision status identified
- Only the latest versions available to authorized personnel
- A master list (F-ISMS-ENT-001) shall be maintained to easily identify these documents
- Access authorization and information storage, handling, transmission and disposal handled according to the assigned classification
- Distribution of the document shall be controlled
- Obsolete documents shall be protected from accidental access or use
- Obsolete documents shall have a unique nomenclature

Project Manager: - Linda Weston Personnel, Inc.

Tammy Krebs 1-248-643-0076: tammy@lwestonpersonnel.com

My signature below confirms that I have read and understand the policies and procedures described in the **Linda Weston Personnel, Inc. Human Resource Manual**, dated May 20, 2008 and its Annexures.

Signature

Date

Print Name

Annexures

Annexure 1: Information Security Policy Statement



C:\Documents and Settings\Kelly\My Doc

Annexure 2: Background Check Policy



C:\Documents and Settings\Kelly\My Doc

Annexure 3: Disclosure and Authorization Form



C:\Documents and Settings\Kelly\My Doc

Annexure 4: Confidentiality Agreement



C:\Documents and Settings\Kelly\My Doc

Annexure 5: Acceptable Use Policy



C:\Documents and Settings\Kelly\My Doc

Annexure 6: Information Security Policies



C:\Documents and Settings\Kelly\My Doc

Annexure 7: Acknowledgement of Badge



C:\Documents and Settings\Kelly\My Doc