

4.0.0 Personnel Security

4.1.0 Scope

4.1.1 Personnel security is concerned with the screening of employees and prospective employees, as appropriate and as allowed for by law.

4.2.0 Personnel Security

4.2.1 Skill requirements for key positions should be reviewed.

4.2.2 Job application information should be verified.

4.2.3 Background checks of employees in sensitive positions should be conducted.

4.2.4 References provided by employees should be contacted.

4.2.5 Criminal records, if any, should be investigated.

4.2.6 There should be a correct alignment of job skill requirements with individual skills.

4.2.7 Periodic background checks, noting unusual changes in social and economic situations, should be conducted.

4.2.8 Backgrounds and corporate structures of independent contractors should be checked.

4.2.9 A drug consciousness program should be implemented.

4.2.10 Drug testing (as allowed for by law) should be conducted before hiring.

4.2.11 Drug testing (as allowed for by law) should be conducted on a random basis.

4.2.12 Drug testing (as allowed for by law) should be conducted at times of reasonable suspicion.

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