# Scope

All individuals working under Retirement Capital’s control are within the scope of this procedure.

# Responsibilities

The Director (CISO) is responsible for awareness programmes relating to the information security management system (ISMS) and the quality and environmental management system (QEMS).

# Procedure

Retirement Capital is committed to the ideals, policies and procedures of the Quality and Environmental Management System and to the Information Security Management System. As such all members of staff and contractors must undertake an awareness programme within the first six weeks of their engagement. The awareness programme is integrated into the staff induction and the presentation is available on the intranet for employees and contractors who wish to refresh their knowledge. The presentation is refreshed when changes to the company or its operation demand, and all staff and contractors are required to retake the awareness programme each year.

The programme consists over:

QEMS

* Overview of the Quality and Environmental Management System
* Where to find process, procedures and forms
* Who to ask for help
* External online training on Data Protection and GDPR (with test and certification)
* External online training on Cybersecurity (with test and certification)
* Multiple choice quiz on the awareness programme to confirm understanding

ISMS

* Overview of the Information Security Management System
* Where to find process, procedures and forms
* Who to ask for help
* Multiple choice quiz on the awareness programme to confirm understanding
* Specialist courses as required for specific functions

The employee handbook states clearly that failure to follow the procedures comprising the QEMS and ISMS will result in disciplinary action and possible dismissal or termination of contract.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the Quality and Environmental Management System and the Information Security Management System.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| **Issue** | **Description of Change** | **Approval** | **Date of Issue** |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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