



## ASSESSING CORPORATE RISK

### People

Background Validation Of Employees And Vendors.

Are background investigations required on all on all employees and on all partners, subcontractors and vendors?

#### **Human Resources Policy And Procedure Review:**

Are human resources policies and procedures, and related employee materials updated periodically? Are workplace violence and domestic violence in the workplace policies in place?

Are managers and employees trained on how to avoid such incidents?

Do new hires sign confidentiality and non-compete agreements, as appropriate?

Are employees, required to sign off on company code of conduct and business ethics policy?

### Planning

#### **Crisis Planning & Emergency Response:**

Is there a current comprehensive company crisis management and response plan?

Has a crisis training and live response exercise been conducted?

#### **Continuity Planning/Threat Management:**

Is a current enterprise wide business continuity plan in place?

Has company staff been trained in plan execution?

### Data/Intellectual Property

Have you identified what and where are the “crown jewels” of your data and intellectual property assets?

Are potential penetration points into research and development and data centers consistently examined in accordance with a best practice policy?

Are employees aware of company policy with regard to proprietary information and their responsibility to protect it?

### Facilities

#### **Perimeter Security Control:**

Is access to your facility controlled or open?

Are vehicles and/or pedestrians permitted unchallenged access to company property?

#### **Facility Access Control:**

Are company personnel required to wear and present valid identification for site access?

Is internal site access appropriately compartmentalized?

#### **Visitor Policies And Procedures:**

Are all visitors, including partners, subcontractors and vendors required to utilize a company ID badge and be escorted by a company employee while on the premises?

Are daily logs kept of visitor access?

#### **Mail Screening:**

Is company mail screened in a separate facility?

Do you have x-ray capability for suspicious packages?

Are employees trained in safe mail handling?