



INFORMATION SECURITY MANAGEMENT SYSTEM

HUMAN RESOURCES SECURITY POLICY

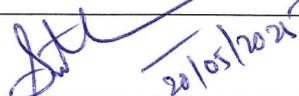
Version 1.1
MAY 20, 2025

DOCUMENT CONTROL

Document Information

Document No.	Title	Version No.	Description
Cohance-ISMS-PY-10	Human Resources Security Policy	1.1	This document provides policy direction for employees and contractors to ensure that they understand their responsibilities, and also describes what happens when those people leave or change roles.

Responsibilities

	Name	Role	Sign & Date
Prepared by	Sarath Kumar Reddy Gaddam	Sr. Manager, IDS	 20/05/2025
Reviewed & approved by	Pavan Boddapati	Information Security Manager	 20/05/2025
Authorized by	Nitin Kumar Shantha	Chief Information Officer	 20/05/2025

Version History

Version No.	Release Date	Prepared by	Reviewed By	Version Description
1.0	27 th June 2024	Sarath Kumar Reddy Gaddam	Pavan Boddapati	First Release
1.1	20 th May 2025	Sarath Kumar Reddy Gaddam	Pavan Boddapati	Logo Changed, Second Release

Contents

1. INTRODUCTION.....	4
2. OBJECTIVE.....	4
3. SCOPE.....	4
4. Policy.....	4
5. POLICY COMPLIANCE.....	5
6. RELATED PROCEDURES	6
7. ABBREVIATIONS AND TERMS.....	6

1. INTRODUCTION

Cohance Lifesciences Limited (hereafter referred to as “**Cohance**”) is committed to protecting its customers, employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly when using Cohance digital assets. This Human Resources Security Policy provides policy direction for employees and contractors to ensure that they understand their responsibilities, and also describes what happens when those people leave or change.

2. OBJECTIVE

The objective of the Policy is to ensure that employees and contractors understand their responsibilities and are suitable for the roles for which they are considered.

3. SCOPE

This Policy applies to all employees and contractors of Cohance and third-party personnel working for Cohance.

4. POLICY

4.1 Screening

4.1.1 Screening covering background verification and competence checks shall be conducted on all candidates for employment. These checks shall be carried out in accordance with the relevant laws, regulations and ethics, and should be proportional to the business requirements.

4.1.2 Where individuals are contracted through manpower suppliers, screening requirements shall be included in the contractual agreements between Cohance and the suppliers.

4.2 Terms and conditions of employment

4.2.1 The employment contractual agreements shall state the personnel's and the organization's responsibilities for information security.

4.2.2 The information security roles and responsibilities shall be communicated to the candidates during pre-employment process.

4.2.3 A Non-Disclosure Agreement (NDA) shall be signed by all members of staff and contractors.

4.2.4 Where appropriate, responsibilities contained within the terms and conditions of employment shall continue for a defined period after the end of the employment.

5.3 Exceptions

Any exception to this policy must be approved in writing by the Policy Owner in advance.

5.4 Non-Compliance

An employee / contractor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment / contract.

6. RELATED PROCEDURES

The following procedures assist in implementing this Policy:

S.No.	Name of the Related Procedure	Reference Section
1.	IT Roles and Responsibilities	Entire document
2.	Incident Management Procedures	Entire document

7. ABBREVIATIONS AND TERMS

Acronym / Term	Definition
HR	Human Resources
NDA	Non-Disclosure Agreement
ISMS	Information Security Management System
