ProtectUK

Employee Management

Original publication date
22/08/2024

Ensuring that staff are properly on-boarded and off-boarded is an important component of keeping your premises secure.

New staff joining your organisation should go through an on-boarding process to provide them with appropriate information.

On-boarding and off-boarding

Effective on-boarding should address why security is important within the workplace and what they need to know and do to be secure when within the premises.

Should an employee leave your organisation, a thorough off-boarding process should be completed. This should include returning any security passes or keys to areas of the premises, along with any issued electronic equipment, such as a mobile phone or laptop. Any commercially sensitive documentation should also be returned.

Once the individual has departed, you should change any door codes or combination lock codes in your premises.

If they had access to any IT systems then their profile should be blocked or deactivated.

To assist with both on-boarding and off-boarding, you should create a checklist covering all the key items and actions to be taken.

For further information, visit the Insider Risk section of the National Protective Security Authority (NPSA) website.