

New Hire Security Policy Acknowledgement Checklist

Employee Name: Department:

Position/Title:

Start Date:

Policy/Procedure	Reviewed	Employee Initials
Acceptable Use Policy	<input type="checkbox"/>	<input type="text"/>
Password Policy	<input type="checkbox"/>	<input type="text"/>
Confidentiality & Data Protection Policy	<input type="checkbox"/>	<input type="text"/>
Physical Security Policy	<input type="checkbox"/>	<input type="text"/>
Incident Reporting Procedure	<input type="checkbox"/>	<input type="text"/>
Remote Work Policy	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>

Employee Signature:

Date:

Manager/Supervisor Signature:

Date: