

# Security Training and Awareness Policy

## Purpose

This document establishes the corporate policy and standards for security training and awareness to mitigate information security risks at Landstar Title Agency, Inc.

## Policy

All Landstar Title Agency, Inc. employees with access to protected data and information assets must participate in appropriate information security awareness training. When appropriate, information security training will be provided to individuals whose job functions require specialized skill or knowledge in information security.

Kenneth Warner is responsible for managing and implementing the Landstar Title Agency, Inc information security program which includes, but is not limited to

- Promoting the understanding and importance of information security and individual responsibilities and accountability
- Developing general information security standards, procedures, and guidelines and targeted, product-specific information where necessary
- Conducting background checks and credit reports before hiring employees who will have access to non-public information. See Non-Public Information Security & Disposal Policy.
- Requiring employees and independent contractors to sign an agreement to follow Landstar Title Agency, Inc. information security policies
- Limiting access to non-public personal information (NPI) to employees and independent contractors who have a business reason to see the information
- Developing policies governing the appropriate use of company technology
- Training employees on appropriate security measures and responses to attacks or suspected attacks
- Imposing disciplinary measures for breaches of company policies and processes concerning NPI
- Preventing terminated employees from having access to confidential information

## Security Training and Awareness

Kenneth Warner promotes on-going information security awareness via

- Distribution of employee manuals to all employees requiring annual sign-off of agreement and compliance
- Regular articles published in corporate newsletters
- Information security bulletins distributed to all employees to address security policy modifications, security alerts, and other urgent security issues

**Note:** When necessary, the information security program must provide or coordinate training for individuals whose job functions require special knowledge of security threats, vulnerabilities, and safeguards. This training must focus on expanding knowledge, skills, and abilities for individuals who are assigned information security responsibilities.

## Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems

- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

**Review**

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

**Approved**

Kenneth Warner, Esq., Vice President and Senior Counsel

**Revision History**

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary