Synthetic Users Contingent Workforce & Contractor Policy

Version: 1.0

Effective Date: 15 February 2026

Owner: CEO

Approved by: CEO

1. Purpose

This policy defines the controls governing the engagement, access, and oversight of contingent staff and contractors at Synthetic Users, ensuring compliance with background check, authorization, and security requirements.

2. Scope

This policy applies to all contingent staff, contractors, consultants, and temporary personnel engaged by Synthetic Users, whether through authorized vendors or direct contracts.

3. Hiring & Authorization

- Contingent staff are engaged only through authorized vendors or direct contracts approved by the CEO.
- All engagements require:
  - Role definition and justification

    - Confirmation of background check completion in line with company policy and applicable local law
- Contractors are subject to the same security, confidentiality, and acceptable-use requirements as full-time employees.
- All contractor agreements must be signed by the CEO per the Signing Authority Policy.

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4. Access & Security Controls

- Contingent staff are provisioned with:
    - **Time-bound access** — access expires at end of engagement unless explicitly renewed
    - **Least-privilege permissions** — only the minimum access required for the defined role
    - **SSO with MFA** — same authentication requirements as full-time employees
- Access is reviewed and revoked immediately upon engagement termination or role change.

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5. Oversight & Monitoring

- Contractor activity is subject to the same logging and monitoring as employee activity.
- Access rights are included in the semi-annual access review per the Access Rights Review Policy.
- Managers are responsible for ensuring contractors comply with all applicable policies.

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6. Offboarding

- Upon contract completion or termination:
  - All system access is revoked within 24 hours.
  - Company-issued equipment (if any) is returned and wiped.
  - The contractor is reminded of ongoing confidentiality obligations.

7. Review

This policy is reviewed annually or when changes to workforce practices occur.