



Staff Onboarding & Offboarding Policy

Getting access right on day one — and gone on the last day.

The day someone joins and the day they leave are both high-risk moments. This policy makes cyber setup and removal a standard part of both.

Onboarding — first day

- Create an individual account; set up MFA and the password manager.
- Grant only the access the role needs.
- Walk through the Acceptable Use and Payment policies; show how to report a problem.

Offboarding — last day (owned by one named person)

- Disable all accounts and access the same day; reclaim devices.
- Remove from shared systems, SaaS tools and any admin roles; change shared credentials they knew.
- Forward or capture needed email/files; confirm no bulk downloads occurred.

Process owner: _____

Make it yours (with AI)

I run a [type of business] in [town], Australia, with [number] staff. Rewrite the policy below so it fits how my business actually works, in plain English my team will read. Keep it to one page. [paste the template]

Two rules: start a fresh chat, and never paste real customer names, bank details or staff records into a free AI tool.