

Exceptions

Policy Intent and Objectives	The intent of this policy is to establish the process for requesting exceptions to Paylock Information Security policies.
Policy Scope	This policy applies to all Paylock personnel, consultants, contractors, vendors, or any other personnel with access to Paylock resources.
Exceptions	N/A
Enforcement	Violators of this policy are subject to immediate termination of access, and to disciplinary action, as deemed appropriate by Paylock management. Violators may also be subject to local, state, or federal legal action, depending on the severity of the violation.
Owner	@ Syed Haider
Approval Date	TBD
Related Documents	All Paylock policies, procedures, and standards.

Policy Statements and Guidance	<ul style="list-style-type: none"> • All exceptions to Paylock's information security policies will be formally approved by @ Paul Chiafullo . • Exception requests shall be documented and shall contain the reason for the exception request, preliminary risk analysis from the requestor, and any mitigating controls that are in place to reduce the risk to an acceptable level. • Exception requests may be submitted by any personnel, but reviewed by management-level personnel. • Paylock personnel who have vendor management relationships are to make sure any vendor software, hardware, or processes adhere to all Paylock policies, and follow the exception process if necessary. • Approved exception requests to Paylock information security policies will be granted for a period of no longer than TB D-six (6) months, at which time a new exception request shall be filed.
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Policy Revision History

This policy will be reviewed, at a minimum, on an annual basis or as needed due to legal, regulatory or corporate directives. The review will include approval by senior management of Paylock prior to any changes being made to the policy.

Date of Policy Change	Description of Policy Change	Change Made By
24 Jul 2017	Creation of policy document	@ Syed Haider
12/01/2021	Policy review - no change	Doreen Gossage

