

Joiner, mover and leaver procedure

Owner	Priya Venkataram
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Proposed by	Priya Venkataram (administrator), 17 Sep 2026, 09:01 UTC
Approved by	Tomas Achebe (reviewer), 17 Sep 2026, 09:22 UTC
Automatic check	Passed: the rule checks and the AI review found no issue
Next review	17 Sep 2027

Purpose

Explains the steps that give, change and remove access when people join, move or leave.

Scope

Every employee and contractor.

Steps

1. The manager opens an access ticket naming the person, the role and the systems needed.
2. The system owner approves or declines in the ticket.
3. IT creates the account from the role template and checks two-step sign-in works.
4. On a role change the manager opens a new ticket; access from the old role is removed.
5. On the last day IT disables every account, collects devices and records it in the ticket.

Ownership and review

Owner: Priya Venkataram (Head of Security). Reviewed every 12 months.

Log entry 114 of Verification/events.jsonl

Entry hash (SHA-256) 595e8af85c82f49f1a48aa19043ab9cdd9583ede945b151eeab6a9516fa5773c