	BUZZWORKS INSIDER THREAT AWARENESS PROGRAM	Doc Type:	Policy
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		Owner:	S Sarlin

Policy Statement

Buzzworks is committed to ensuring, so far as reasonably practicable, the professional satisfaction, recognition and reward of those employees, consultants, contractors or suppliers who work in our workplace or on our projects.

As part of our obligations to the Defence Industry Security Program (DISP), Buzzworks has an obligation to ensure all Workers are aware of insider threats and ensure they meet the security obligations relevant to their project, Buzzworks and Defence.

Scope

This Policy applies to all Workers who are engaged by Buzzworks in any capacity or location during business hours or hours of work.

Workers includes managers and supervisors, full-time, part-time or casual, temporary or permanent employees, apprentices, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Buzzworks, a work experience student or a volunteer.

Principles

WHO IS THE TRUSTED INSIDER?

The trusted insider—a current or former Defence employee or contractor— is anyone who has intimate and legitimate inside knowledge of an organisation and how it operates. Using this knowledge, a trusted insider can undertake malicious and disruptive acts, including disclosing classified information and facilitating unauthorised access into Defence facilities.

Trusted Insiders may intentionally compromise security to cause harm to Defence in a premeditated way, or inadvertently through poor security practices. Sensitive information can accidentally be disclosed when personnel do not carefully follow security policies and procedures.

External threat groups could target the trusted insider to gain access to Defence information, weapons or other military assets. Sensitive information can be unintentionally disclosed when personnel are targeted by foreign or domestic threats, or even the media. A key trusted insider threat is when personnel make unauthorised disclosures to media outlets. Only authorised personnel may talk to the media.

There are several main types of Trusted Insider activity:

- unauthorised or inadvertent disclosure of sensitive information
- corruption of process
- facilitation of third-party access to an organisation’s assets
- physical sabotage
- digital or ICT sabotage
- appearing intoxicated or affected by a substance at work.

Our Responsibilities

Defence’s and Defence Industry’s best weapon against Trusted Insiders is for all personnel to be aware of the threat and ensure they meet their security obligations as a Defence security clearance holder, by reporting any concerning behaviours of colleagues.

Behaviours of concern may include, but are not limited to:

- appearing intoxicated or affected by a substance at work
- increased nervousness or anxiety
- decline in work performance
- extreme and persistent interpersonal difficulties
- statements demonstrating bitterness or resentment
- creditors calling at work
- sudden and unexplained wealth, and/or
- unusual interest in sensitive or classified information.

If you observe any of these indicators, show an interest in that person's welfare and check if everything is okay. Simply having a conversation with them can be the first step. You must also report to supervisors observed changes in a colleague to proactively avoid serious consequences that might threaten the lives of your colleagues, Defence property or national security. This is not the time to think 'She'll be right mate,' or, 'It's un-Australian to dob in a mate.'

If something doesn't seem right, report it.

Third Party Reporting of the Possible Trusted Insider

The first thing you should do is approach your supervisor/manager with your concerns.

Your SO, Shane Sarlin, can also provide advice and assistance on contact reporting.

Complete form XP188 Security Incident Report, located at
http://drnet.defence.gov.au/AssociateSecretary/security/services/Pages/incidents-reporting.aspx.

Further Information

For further information read the ASIO Countering the Insider Threat brochure or contact any of the following:

- Buzzworks Security Officer - Shane Sarlin using the DISP@buzzworks.net.au
- Defence Security Incident Reporting security.incidentcentre@defence.gov.au Phone: 02 6266 3331

Policy Updates

This Policy may change from time to time and is available on our website https://buzzworks.net.au/policies.

Policy Complaints and Enquiries

Buzzworks is committed to providing an environment which is safe for all Workers. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

If you have any queries or complaints about our Insider Threat Awareness Program please contact us at:

Buzzworks

Enquiries: info@buzzworks.net.au

Complaints: complaints@buzzworks.net.au

Telephone: +61 7 3366 5080