Important Security Management Information for Managers

- As a manager, you are entrusted and responsible to ensure the:

  - ✓ ***Protection of employees in the workplace*** – Managers are responsible for the protection of their employees in the workplace and for ensuring that they apply effective security practices in their operations.

  - ✓ ***Protection of information and assets*** – Employees and managers are responsible for the safeguarding of government information and assets under their control whether they are working on or off-site.

- New and returning employees will receive instructions and guidance on their first day of employment or their return to work (the first email they receive), on what they need to do to manage information and assets securely.

- Employees will need to learn ***how to do it right the first time – on the first day***, and be equipped to apply effective daily practices to keep information and assets secure on behalf of Canadians.

  - ✓ **New Employees**

    All new employees will receive a '***Welcome to Employment and Social Development Canada*** email outlining their responsibilities and including some information pertaining to the secure management of information within the Department: physical security, IT security, managing information, privacy, values and ethics, policies and guidelines.

  - ✓ **Returning Employees**

    Employees who are returning to work after a two month or more absence will receive a ***Welcome back to Employment and Social Development Canada*** email with the same information as new employees, with the exception of the new employee orientation to the Department.

- Managers are encouraged to speak with new and returning employees regarding the importance of securely managing information and assets in ESDC, and continue to engage in ongoing discussion with all employees.

- Visit ESDC's [Departmental Security Office](#) and [IT Security Portal](#) for additional information.