Stated JML policy (excerpt from Harborline ISMS, last revised March 2026)

Owner listed on the document: “IT Security (tbd: confirm with People Ops)”

Purpose: Ensure workforce access is granted, changed, and removed in line with employment status.

In-scope systems: “Applications that use the company identity provider (Okta).”

Joiner: HR creates the worker in the HRIS. IT provisions the IdP account and birthright groups from the role catalog. Privileged access “should be approved.”

Mover: Managers “notify IT of role changes.” IT “updates groups as needed.” No SLA is printed for leftover access.

Leaver: HR sets a termination date. IT disables the IdP account “within 24 hours of termination.” SSO-connected applications “follow the IdP disable.”

Access reviews: “Periodic.” Frequency is not stated in this excerpt.

Non-human accounts: Not mentioned.

Contractors: “Treated like employees for provisioning.” Offboarding is “the hiring manager’s responsibility.”

Exceptions: “Documented in the ticketing system.”

Evidence for audit: IdP export, HR export, “sample of tickets.”