

# **Vendor Management Documentation**

Our organization has a defined vendor intake and monitoring process that is formally communicated to all relevant stakeholders and enforced by both technical and administrative controls. The intake process includes risk assessment, due diligence, and security evaluations of third-party vendors prior to engagement. Vendors are required to adhere to our information security policies and compliance requirements, which are contractually enforced. Ongoing monitoring is performed through periodic reviews, compliance assessments, and automated checks to ensure vendors continue to meet security and performance standards. Any vendor failing to maintain compliance is subject to remediation or termination of the partnership. This process ensures transparency, accountability, and continuous oversight in managing vendor risks.