Physical Security Policy

Document Issue			
Date	Version	Approver	Title
08.08.2017	4.1	Phil Miller	Managing director

Policy Statement

The aim of this Policy is to inform all employees of ABCA SYSTEMS LTD. systems of their role and responsibilities in relation to the physical security of the company by promoting and maintaining consistent and proportional physical security measures throughout ABCA SYSTEMS LTD. systems offices and remote locations.

What does this Policy mean to me?

ABCA Systems Ltd. will promote best practice in all aspects of physical security provision so that they contribute effectively to the safety and welfare of all employees as well as supporting and enhancing business performance.

The key elements of this policy are:

- **Identification**; all Visitors and guests to ABCA Systems Ltd. premises are required to visibly wear a Visitor badge.
- **Access Control;** all employees are required to use the door access control systems in the correct way and to ensure all Visitors and guests are signed in and issued with the appropriate Visitor badge. Access controls should not be passed between members of staff.
- **Protection of assets;** ABCA Systems Ltd. operates various initiatives to protect its assets, inclusive of this policy and a Clear Desk Policy (ALDP211).
- **Reporting;** The effective and accurate reporting of loss and 'near miss' events by employees and or Visitors and guests, in order to allow ABCA Systems Ltd. to maintain physical security.

This policy should be read in conjunction with ABCA Systems Ltd.'s Data Protection Policy (ASLDP212) and all other relevant data protection, security, information systems and HR policies which are provided at induction and readily accessible via requests to line managers and / or HR. Failure to comply with this policy could lead to formal action including dismissal.

Scope of this Policy

This Policy is intended for all employees, but also should be brought to the attention of any Visitor or guest, and any Third Party who has cause to work with our business or operate on our premises.

Who to contact about this Policy?

Any questions regarding this Policy should be directed to your line manager and/or HR.

Escalation Process

If you become aware of any breach or potential breach of this Policy, you must immediately escalate this to your line manager and/or HR as appropriate.

Offsite security

If experiencing or becoming the victim of an offsite security incident then the local Police should be contacted. If the security incident is considered an emergency, then contact the emergency services by dialling 999.

If this is a work-related incident or involves company property or equipment, then please also inform your line manager and/or HR as soon as is practical.

Management Review and Self-certification

Directors of ABCA Systems Ltd. have in place arrangements to periodically review compliance with this Policy and maintain evidence in support of such compliance.

- **Audit:** In addition to the reviews by Directors, Client's Audit and Risk Management Departments may periodically audit the relevant department of ABCA Systems Ltd. for adoption of this Policy. All staff will be required to fully co-operate with these audits.
- **Approval and Review:** This Policy will be reviewed annually and at any time to reflect any changes in legislation or in ABCA Systems Ltd. methods or practices.

Impact of the Policy on Conditions of Employment

This Policy does not form part of your contract of employment.

Physical Security Management and Responsibilities

Physical Security within ABCA Systems Ltd.is managed on behalf of the Directors by each Branch Manager, who will manage the physical security needs of the company.

All employees are individually responsible for security within the business and are encouraged to maintain an active interest and awareness of all security related matters.

Any cases of dishonesty, fraud, suspected fraud or criminal damage as well as any other criminal acts occurring on ABCA Systems Ltd. premises or affecting employees and or Visitors while at work, are to be reported to HR and/or your line manager immediately

Any approach to employees by Police or any other Law Enforcement Agency should be notified to HR and/or your line manager immediately

Employee Access

ABCA Systems Ltd. employees are issued with a programmed electronic access fob to help ensure only authorised people are permitted access to ABCA Systems Ltd. premises. This fob will allow the employee to access the relevant areas they need to access to do their job.

Each individual is to ensure that their fob remains secure in their possession and is not shared or used by others, specifically for tailgating. Individuals are responsible for maintaining and keeping safe their fob. Individuals may be liable to a charge (by direct deduction from your salary) for any replacement fob. To report your fob lost or stolen and obtain a new fob, please notify HR and/or your line manager immediately.

Your access control fob remains the property of ABCA Systems Ltd. and must be returned to HR or your line manager when leaving employment. You are responsible for ensuring this occurs.

Visitors and Contractors

All visitors / guests / Third Party contractors must be met and signed in and issued with a relevant Visitor badge. At all times whilst on ABCA Systems Ltd. Premises, visitors / guests / Third Party contractors must prominently display their Visitor badge over the outer layer of clothing using the supplied coloured lanyard.

The ABCA Systems Ltd. employee acting as the host is personally responsible for their host for the duration of the visit, and you should ensure that your visitors / guests / Third Party contractors do not have access to any ABCA Systems Ltd. information or area beyond that which has been approved as necessary.

It is your responsibility to ensure your Visitors / guests / Third Party contractors leave ABCA Systems Ltd. premises safely on the completion of their visit and that the Visitor badge issued is recovered and handed back to HR for retention and later destruction.

Premises

The physical security strategy guiding the protection of ABCA Systems Ltd. premises is based upon a premise of monitored, layered access to work spaces for authorised persons.

Any person present within any building who is deemed as unauthorised should be reported HR and/or your line manager immediately. "Unauthorised" would include any person without the correct Visitor badge or access rights to that space via an access control fob.

HR and line managers may remove valuable ABCA Systems Ltd. and personal property not secured and deemed to be at risk.

Some buildings or areas will require a higher degree of physical security than other offices, for example the server room in ABCA Systems Ltd. head office. Only people authorised by the Branch Manager responsible those premises, are permitted unaccompanied entry to these areas.

Keys

If you occupy an office you are responsible for ensuring it is locked and secure during your absence. If door access control is in place, you are responsible for ensuring that doors are closed and secure once passed through.
ABCA Systems Ltd. employees are fully responsible for the security of keys and / or fobs that they may hold and for the events that may occur as a result of the negligent loss or use of such keys and / or fobs. Fobs are issued by HR.

Vehicles

Only authorised vehicles are permitted to park on ABCA Systems Ltd. premises.

ABCA Systems Ltd. Property

Company equipment, machinery and documentation, must not be removed from the company premises without permission from your line manager. All ABCA Systems Ltd. employees have the full responsibility to ensure all company property is safeguarded against theft, damage or loss whether in the workplace, travelling or if working from home.

ABCA Systems Ltd. reserves the right to search all individuals at any time whilst on, entering or leaving ABCA Systems Ltd. premises as well as any office, vehicle, desk or locker.

ABCA Systems Ltd. recognises that on occasion due to the constraints of the business it may be necessary to arrange to have personal items of mail or parcels delivered to your work address; prior to this being done you should seek permission from your Line Manager. Individuals should be aware that ABCA Systems Ltd. will not accept any liability in respect of personal items being delivered to any ABCA Systems Ltd. premises nor should you arrange for the delivery of any illegal or dangerous items to any ABCA Systems Ltd. location. Any individual found to be abusing the facility of having personal items delivered to any ABCA Systems Ltd. premises may be subject to disciplinary action.

Protection of Information and Data

All ABCA Systems Ltd. employees have full responsibility for the information and data that they may handle on a daily basis.

All information and documentation held by ABCA Systems Ltd. must only be passed to those authorised to receive it. If you are unsure if a colleague is authorised to receive it, then check with your line manager and/or HR.

All information or material which is confidential must be disposed of by using the shredding machines located within each ABCA Systems Ltd. building.

For further information please refer to ABCA Systems Ltd.'s Data Protection Policy.

Reporting

ABCA Systems Ltd. employees are responsible for the reporting of the physical loss or near miss (loss) either by theft or damage and may do so by making a report to your line manager and/or HR. HR is responsible for the central reporting of incidents and occurrences where physical loss of company assets has occurred as well as the conditions in which losses may occur, known as near miss reporting.

An Incident Reporting register is maintained for this purpose.