



## **POLICY AND PROCEDURE: EMPLOYEE SECURITY**

### **Policy Statement**

Mobitech recognises its responsibility to provide for staff (which for the purposes of this policy includes staff at our depot and staff working at our customers premises) an environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe, everyone who works at the depot must be aware of how they can contribute towards ensuring that it is a safe place to be.

The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering our premises:

### **Normal Working Hours (Monday – Friday 08:00 – 17:00)**

Access to our premises for:

In the case of all delivery drivers,

- Goods inwards signage to be followed.

In the case of all other visitors as requested by signage on the entrance drive they should

- Report to reception, to be signed in and for health and safety purposes
- Acknowledge site procedures and
- Be issued with a high-vis jacket if required.

No visitors should be allowed to access live engineering work area's.

- All visitors must only be given access to the public areas and be accompanied by a member of staff.
- Visitors must not be allowed to let anyone else into a building without prior permission of staff.

No member of staff should allow anyone who they are unfamiliar with access through any security locked doors without first checking their identity or purpose.

All security doors should be kept secure. No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.

### **Weekends or other days when the Offices are closed.**

#### **Procedure for Accessing the Building out of Hours for Managers, Key Holders**

1. You must have had training in activating and deactivating the alarm.
2. You must complete the 'out of hours' timesheet,  
This must be completed with the time that you arrived and leave on your departure.
3. CCTV, will confirm your visit, arrival and departure.

## **Security of equipment and possessions.**

Personal possessions are the responsibility of the individual

### **Additional Information**

It is advisable for personal possessions to be kept in a locked filing cabinet.

Petty cash and any cash payments will be passed to Joanna or Colin Dunmill who will secure in site safe. Any thefts or losses must be reported immediately to Joanna or Colin Dunmill, who will involve the police if deemed necessary.

On leaving any office, all filing cabinets that hold sensitive information/material must be locked. All internal doors should be locked, windows checked and upon departure, alarms must be set.

If ANY building (OFFICE OR WORKSHOPS) is left unoccupied all lights and heaters must be switched off and doors and windows must be locked.