

COUNTER SECURITY SERVICES LIMITED

Reference	CSS POL 20
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Issue Date	21/07/2018
Approved	MD

SEARCHING OF EMPLOYEES POLICY

Whilst most employees are loyal and trustworthy, COUNTER SECURITY SERVICES LIMITED recognises that some employees can occasionally be dishonest and attempt to steal COUNTER SECURITY SERVICES LIMITED's property or property belonging to another. In addition, COUNTER SECURITY SERVICES LIMITED accepts that other employees may try to bring drugs or alcohol into the workplace in contravention of COUNTER SECURITY SERVICES LIMITED's rules and procedures.

In order to counter these potential problems, COUNTER SECURITY SERVICES LIMITED reserves the right to carry out personal searches of employees in the workplace. The guidelines promulgated in the Equal Opportunities Policy are to be followed in relation to searching of employees. Searches will normally be conducted on a random basis and may be carried out at any time whilst an employee is at work. The search of an employee does not indicate that they are under suspicion of any wrongdoing, although COUNTER SECURITY SERVICES LIMITED also reserves the right to search an employee when it reasonably suspects that they have committed a criminal offence or an illegal act.

Physical searches will be confined to requesting the employee to empty out the contents of their pockets or bag and to remove any jackets, coats, shoes or other outer clothing. Staff will be searched by either a line manager or a designated security officer who is of the same sex as the employee being searched and this will take place in a private room in the presence of another member of management. If the employee to be searched would like to have a fellow employee present as a witness, this will be arranged. Employees have the right to request that a physical search is attended only by people of the same sex. COUNTER SECURITY SERVICES LIMITED will take steps to ensure that employees' dignity is respected at all times.

Searches may also be conducted on the employee's work area, including their desk, cabinets and locker, and on the employee's personal or work vehicle if parked on COUNTER SECURITY SERVICES LIMITED's premises. In this case, the search will be conducted by either a line manager or a designated security officer (who may not be of the same sex as the employee) in the presence of another member of management and the employee. Again, the employee may request to have a fellow employee present to act as a witness. It may not be possible for this type of search to take place in private but COUNTER SECURITY SERVICES LIMITED will Endeavour to deal with the matter as discreetly as circumstances permit.

The level of search requested may be subject to change and COUNTER SECURITY SERVICES LIMITED will ensure that the level of search is fair and reasonable, taking into account the circumstances giving rise to it.

COUNTER SECURITY SERVICES LIMITED will keep a record of searches conducted, including the date, time, details and results of each search and the identities of the employee, the searching officer and any other parties present. This information will be stored confidentially. It will be reviewed on a regular basis by *(name)* to ensure that searches are being carried out fairly, properly and either randomly or only where

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COUNTER SECURITY SERVICES LIMITED reasonably suspects that an employee has committed a criminal offence or a breach of company rules.

Refusal to submit to a personal search without reasonable excuse is a disciplinary matter and will be dealt with in accordance with COUNTER SECURITY SERVICES LIMITED's disciplinary procedure. The employee will be given a reasonable period of time to reconsider their decision and they will be asked to provide their reasons for refusing if they wish to maintain their refusal to undergo a search.

Any employee caught in unauthorized possession of property belonging to COUNTER SECURITY SERVICES LIMITED or property belonging to another employee or other third party, or otherwise caught in possession of an item in breach of this policy (such as an illegal substance), will be dealt with in accordance with COUNTER SECURITY SERVICES LIMITED's disciplinary procedure. The employee may also be reported to the police if there is evidence to suggest that they may have committed a criminal offence.