Document: **JB-POLICY-011**	**OFFICE & SITE SECURITY POLICY**

OFFICE & SITE SECURITY POLICY

Introduction

We aim to provide a safe and secure working environment for our employees and any visitors to any of our premises. This policy is therefore applicable to all Jones Bros Ruthin (Civil Engineering) Co Ltd employees and visitors to our premises. Security is important to ensure that physical items are not subject to theft, vandalism or damage and data is not subject to theft, loss or compromising confidentiality. The aims of Jones Bros. are to:

- Provide a secure work environment which restricts access to the relevant work areas/data/assets except for those required and authorised to operate them
- Provide security measures that reflect the specific risks and circumstances relating to its environment
- Maintain ease of access as far as is practicable for those who are required and authorised to operate in them.

Head Office & Construction Sites

We achieve the aims through detailed operating procedures. These include:

- Establishing standard working hours and office opening hours
- Restricting physical access to the office inside and outside of these hours
- Procedures to open and close the offices each working day
- Measures to monitor and alert security breaches
- Procedures to respond to alerts of security breaches
- Hierarchy of control to set security access levels
- Measures to provide additional security around confidential, classified or valuable assets/data
- Managing visitors
- Procedures to communicate the operating procedures to employees
- Consideration of location and specific local risks.

Review

Operating procedures for head office are documented, set and reviewed on a regular basis and any changes made communicated to all employees via company email. Security procedures for sites are assessed and implemented reflecting the specific requirements of each site. For example, the presence of valuable materials on site, proximity to populated areas etc.

Hefin Lloyd-Davies
Director
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