

## **Workplace Security Policy**

### **1. Introduction**

- 1.1 Bristol Together CIC is committed to providing a safe and secure working environment for all employees, contractors, visitors, and stakeholders. This Workplace Security Policy outlines our commitment to ensuring the security of our premises, assets, and personnel.

### **2. Purpose**

- 2.1 Protect employees, contractors, and visitors from harm.
- 2.2 Safeguard company assets and information.
- 2.3 Prevent unauthorised access to company premises.
- 2.4 Establish procedures for responding to security incidents.

### **3. Scope**

- 3.1 This policy applies to all employees, contractors, visitors, and any other individuals present on company premises or engaged in company activities.

### **4. Security Responsibilities**

#### 4.1 Management:

- 4.11 Ensure the implementation and enforcement of this policy.
- 4.12 Allocate necessary resources for security measures.
- 4.13 Conduct regular security risk assessments.
- 4.14 Provide training and information to employees on security procedures.

#### 4.2 Employees:

- 4.21 Comply with all security policies and procedures.
- 4.22 Report any security breaches, suspicious activities, or concerns immediately.
- 4.23 Use company resources and access privileges responsibly.

#### 4.3 Supervisors:

- 4.31 Monitor and control access to company premises.

4.32 Respond to and investigate security incidents.

4.33 Maintain security equipment and systems.

## **5. Physical Security Measures**

5.1 Access Control:

5.11 Access to sensitive areas will be restricted to authorised personnel only.

5.2 Facility Lockdown:

5.21 Procedures for lockdown will be established and communicated to all employees.

5.22 Regular drills will be conducted to ensure preparedness.

## **6. Information Security**

6.1 Data Protection:

6.11 Confidential information must be stored securely and accessed only by authorised personnel.

6.12 Electronic data must be protected by passwords and encryption where appropriate.

6.13 Employees must comply with the company's Data Protection Policy.

## **7. Emergency Procedures**

7.1 Incident Reporting:

7.11 All security incidents, breaches, or suspicious activities must be reported to the supervisors or management immediately.

7.12 An incident report must be completed for all security-related incidents.

7.2 Emergency Response:

7.21 Emergency response procedures will be established and communicated to all employees.

7.22 Regular drills for fire, lockdown, and evacuation will be conducted.

7.23 An emergency contact list will be maintained and readily accessible.

## **8. Compliance and Enforcement**

8.1 Compliance with this policy is mandatory for all employees, contractors, and visitors.



- 8.2 Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.
- 8.3 The company reserves the right to conduct security audits and inspections to ensure compliance.

## 9. Review

- 9.1 This Workplace Security Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements and best practices.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Workplace Security Policy, please contact Paul Morgan at [paulmorgan@bristoltogether.co.uk](mailto:paulmorgan@bristoltogether.co.uk).

<b>Review Cycle:</b>	<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Next Date of Review:</b>
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025