



## SECURITY POLICY

### *Policy Statement*

*The Company recognises its responsibility to provide for staff and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.*

*To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office 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 the building:*

*Company will also take all appropriate measures to prevent and deter unlawful acts against in-house/contracted inspectors and surveyors whilst on assignments on behalf of AMS. All employees and inspectors/surveyors on travel for an assignment shall comply with the procedures (OPM-OP 30) provided in Operating Procedures Manual.*

### *Normal Working Hours (Sunday – Thursday (09:30 – 18:00))*

- *The access to the Office for visitors should be through the main entrance door into the main reception*
- *No visitors should be allowed to access the emergency access door (Opposite to main entrance door)*
- *All visitors must be booked in at Reception and wait at reception till the department head grants permission to reception for allowing access inside.*
- *No one should allow anyone who they are unfamiliar with access through any security locked doors without first checking their identity or purpose.*
- *Main entrance door should always be kept secured so that access is only via biometric finger printing scanning or manual override by the receptionist.*
- *No visitor shall be allowed access to any staff working area. Meeting shall be conducted only in conference room or Managing Director cabin (if permitted by MD).*
- *All staff can enter and stay in the office during normal working hours*

### *Outside Normal working hours & holidays*

- *The department head should be made aware by staff on his / her intention for office access requirement outside normal working hours and during holidays and the reason.*
- *The department head has discretion to allow or deny permission to his department staff for having access to office outside normal working hours and holiday.*
- *The principle access to the Office for visitors should be through the main entrance doors into the main reception.*
- *No visitor shall be allowed access to any staff working area. Meeting shall be conducted only in conference room or Managing Director chamber (if permitted by MD)*

### *Security of equipment and possessions*

- *Personal possessions are the responsibility of the individual and if a staff member or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The company shall not be responsible for personal possessions that go missing unless there is proof of forcible entry.*
- *Cash records and petty cash shall be kept in a locked cupboard/safes within the offices.*
- *Any thefts or losses must be reported immediately to the Managing Director, Building Manager and to the Police if appropriate.*

*On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked and windows checked by last staff leaving the office.*

*# Office premise is CCTV monitored and system shall not be turned off without permission from Managing Director and only for system maintenance purpose.*

*Managing Director*

*03 January 2021*

*Approved: \_\_\_\_\_ Date: \_\_\_\_\_*