



Security/Counter Terrorism Policy

Dual Seal Glass are aware that the UK's current threat level has been set as 'Substantial, which means that there is a strong possibility of an attack. We are aware that our fleet of vehicles and their loads could be used as a 'vehicle as a weapon attack' (VAW) and cause an extensive amount of impact or damage towards buildings as well as causing death or severe injuries to other road users and members of the public if they were used as a part of a terrorist attack.

Under our responsibilities within this policy Dual Seal Glass ensures full commitment in the implementation of this policy and to achieve this we will recognise any potential threats whether they are direct or indirect.

We as a business will ensure that risks are mitigated and evaluated on an ongoing basis.

We will adopt a responsible approach to the security of our assets and employees. We are aware that the most common security and terrorism incidents include:

- Fuel theft through siphoning
- Theft while vehicles are parked or resting at unsecured parking locations
- Vehicles having their curtains slashed
- Use of vehicles as a mobile weapon (VAW)
- Hijacking
- Diversion and fraudulent theft
- Physical attacks on drivers

When recruiting new staff, we will ensure that we carry out appropriate checks to minimise the chance of employing someone who is not who they say they are, these will include:

- Employment history
- Ability and eligibility to work within the UK
- Qualifications and licensing
- Fitness to drive
- If the applicant has any prosecutions pending or is waiting for sentencing by a court

The Managing Director, who has overall responsibility for this policy, who may delegate their responsibilities where appropriate will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our security measures.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

This policy will be freely available to the public via the Company Website.

Responsibilities

Senior Management

Has the overarching responsibility to ensure that arrangements are in place so that staff are trained to recognise and respond to prevent concerns and that they are fully aware of their individual and corporate responsibilities for safeguarding company vulnerabilities.

They will ensure that the plans are communicated affectively throughout the business, particularly when staff carry delegated responsibilities.



Counter Terrorism Champion

Counter terrorism champion is responsible for;

- The creation and implementation of our organisation's emergency response plan(s) (formed as part of the risk assessments, method statements and continuity plans)
- Ensuring the counter terrorism policy is reviewed, signed off and communicated, with any alterations and effectively communicated to all staff
- Ensuring staff feel confident in performing their duties set out in the policy
- Ensuring that your emergency and business continuity plan is followed through in the event of an emergency to allow for a quick response and a swift return to 'business as usual'
- Ensuring any relevant information or evidence is collected and reported to the emergency services and senior management, promptly, in accordance with your counter terrorism reporting procedure

Drivers

The driver has the ultimate responsibility for;

- Ensuring the safety and security of their vehicle when attended and unattended
- Identifying and reporting suspicious behaviour or activity
- To report any actual or suspected criminal activity to management and any other relevant parties such as the police and counter terrorism hotlines
- Implementing measures to reduce putting themselves and the vehicle at risk

Signed:

N-D. Meredith

Date: 06/11/2020

Position: Managing Director