



## 1. INTRODUCTION & SCOPE

The objective of this document is to provide an overview of our current Security Procedures which are designed to protect all SBL's employees, the whole of it's business activities, assets and property against attack and disruptions.

## 2. RESPONSIBILITIES

Our Security Director Mr C Williams, is the Management Appointee responsible for all Security issues, ensuring that suitable / sufficient resources are available to continually improve the Security aspects of our management system and that regular reviews at Board and Management level are undertaken to ensure all employees are fully aware of and accept their Security responsibilities and all Security incidents are fully investigated.

Management and supervisory staff have responsibilities for the implementation of this policy and must ensure that Security issues are given adequate consideration in the planning and day-to-day supervision of all work.

The design phase of new or modified processes ensures that the potential for accidents and Security issues are identified and either "designed out" or suitable controls "designed in" to reduce the possibility for accidents and Security issues to a minimum.

## 3. Objectives

For the continual improvement of the security aspects of our Management system and for the benefit of our employees, customers and local community **SBL** are committed to the implementation and continual improvement of Security responsible practices throughout their operations by:-

- Identifying all possible threats of attack to it's organisation - from internal as well as external sources.
- Analysing the risk poised by these possible threats.
- Identifying and implementing actions to eliminate these risks or to reduce them to an acceptable level.
- To maintain the certification to ISO 27001 of the security aspects of our Management System.
- To comply with all applicable security legislation.

## 4. TRAINING

To ensure our employees are competent, have the knowledge and experience to successfully carry out their allocated duties all employees receive initial Induction, on-going training and regular updates which ensures they are aware:-

- of this policy
- their responsibilities under, Security Law, ISO 27001 and company regulations
- risks associated with their individual duties and applicable controls



- employees with specific Security duties, or those whose duties may involve Security risks are provided with additional and refresher training in the controls to mitigate those risks.

## **5. CONSULTATION**

SBL have a Security Board made up of senior management which is chaired by the Security Director

Any employee can bring to the attention of their line manager or any board member any Security issue. All such issues are formally recorded, appropriate action taken and the originator notified of the outcome. A copy of all minutes is sent to the C.E.O.

Where considered necessary SBL would employ the services of outside agencies to advise on Security issues.

## **6. SECURITY ISSUES & INCIDENTS**

All employees and visitors (customers / contractors) are required to report any security issue or incident to their Line Manger (employee) or Host (visitor). d.

In the event of an Security issue occurring it is investigated, suitable corrective action put in place to correct the immediate issue and reviewed to determine the cause and the applicable risk assessments reviewed for suitability which are revised if necessary.

## **7. LONE & OFF SITE WORKING**

Under normal conditions SBL do not permit any employee to work alone. Procedures are in place which ensures the safety of the individual employees should Lone or Off Site working be authorised by assessing the hazards, identifying and implementing suitable controls including access to assistance if required.

## **8. YOUNG WORKERS, EXPECTANT & NURSING MOTHERS**

Procedures ensure suitable Risk Assessments and where applicable action taken which ensures Young Workers, Expectant and Nursing Mothers are not subject to work activities or conditions which could be harmful to them.

## **9. VISITORS TO SBL SITE**

Employees arranging for someone to visit SBL premises must determine if their visitor has any needs which would not normally be required by a visitor and where such needs are identified they are made known to all interested parties. All visitors are required to report to Reception where they are logged in, made aware this policy before being handed over to their host who is responsible for their conduct during their visit.



# Security Policy Statement

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Contractors and suppliers providing a service within SBL premises or for SBL are subject to this policy and must provide us with all necessary security information relative to the task(s) they are undertaking.

## **10. RISK ASSESSMENTS, AUDIT & REVIEW**

Prior to the introduction of a new or modified process a Risk Assessment is carried out to ensure all potential Security risks have been considered and preventative action, to eliminate or reduce such risks to a manageable level, have been introduced.

Regular Risk Assessments, Work Place Inspections and Audits identify potential for accidents, Security issues and compliance with the relevant regulations and adopted standards. As a result of regular reviews suitable corrective action is identified, agreed, implemented and monitored for effectiveness.

## **11. AUTHORISATION, REVIEW & AVAILABILITY**

This policy is approved by all of SBL directors and authorised for use by the CEO. As part of our continual improvement programme it is updated whenever changes in our policy occur, is formally reviewed by the undersigned at least once every 12 months to ensure it remains current and is freely available to employees, customers, suppliers and all other interested parties via our web site, Reception or by asking any of our employees.

Authorised for use by Dennis Hoban, Chief Executive Officer – 08/10/2012



**Security Policy Statement**  
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**12. Appendix 1 - Certificate of Acceptance of the SBL Security Policy**

This is to certify that I, ..... have read and understood the SBL Security Policy 50A000A - 1.5 - 25/09/2012 and further that I agree to comply in full with of the requirements, terms and conditions of this policy.

A failure to comply with the requirements of this policy can lead to internal disciplinary and possibly legal action(s).

*If I am not directly employed by SBL I understand that breach of the SBL policy may give rise to the termination of contract, sub contract or legal action.*

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**Acceptance of SBL Security Policy 40A000 - 1.13 - 25/09/2012**

**Signature**

\_\_\_\_\_

**Name (Print)**

\_\_\_\_\_

**Organisation**

\_\_\_\_\_

**Date**

\_\_\_\_\_

On completion this page is forwarded to:-

For Employees      HR to retain in the employees personnel file

For Contractors      Purchasing for retention with their contract details



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## 18. APPENDIX 1 - CERTIFICATE OF ACCEPTANCE OF THE SBL SECURITY POLICY

Effective management, supervision and regular auditing ensure compliance with agreed policies and with Security legislation, applicable to our operations. Where necessary action is agreed / implemented to prevent reoccurrence.

SBL maintains a system of practices which have been certified and are regularly assessed to ISO9001 (Quality), ISO 14001 (Health & Safety), ISO 27001 (Security Information) and ISO 14001 (Security Management) as a single fully integrated Management System.

This document may be freely distributed to employees, Customers, Suppliers and the local community.

D Hoban Chief Executive Officer SBL

Dated