

## **SECURITY POLICY**

### **DADI is committed to providing a safe and secure working environment**

The organisation recognises and accept their legal and social responsibility to provide a safe and secure environment for all its staff, clients and stake holders.

Where appropriate, the organisation will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

DADI will where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of its staff.

All staff have a responsibility to ensure that they act with all reasonable care with regard to the security of their place of work, colleagues, clients and stake holders.

DADI staff should adhere to the following:

- All staff must sign in and out at the specified area when arriving/departing from site.
- All staff to enter and leave site by the designated area
- All bags, coats e.t.c must be left in the allocated area before commencing duties
- All staff must have their name badges visible at all times.
- Staff are subject to personal searches at any time which may involve the emptying of bags and pockets e.t.c
- Breakages must be reported immediately to site security or an appropriate person.
- No equipment or materials designated as organisation's property should be removed from site without express authority from an appropriate person.

DADI and its subsidiaries will always support and encourage the prosecution of any unlawful action committed by a staff member and failure to follow the above points may result in immediate dismissal.

### **SEARCH**

In the interest of safety and security, the organisation reserves the right to inspect any parcels/bags or other items being taken into or out of the organisation's premises.

Such searches need not involve any suspicion of dishonesty but may be part of a random security check. When a search is carried out it will be carried out by a person of the same sex as the staff and if the staff requests it, in the presence of a colleague approved by him or her.

No search will be carried out without the consent of the staff.

However, when a staff refuses a search:

- The company may request the staff to remain on the premises until police officers are able to attend.
- The refusal will be taken into consideration when the organisation makes a decision in respect of disciplinary action.

Shiela Nakiranda, Director  
Date Signed: January 2023