

The Company recognises the terrorist and security threats facing the UK currently and is committed to ensuring that all staff are aware of the threats and the means to mitigate.

This will be achieved by raising awareness and planning control measures to reduce the risk from the most likely threats including:

- Explosive devices
- Firearms and weapons attacks
- Attacks using vehicles
- Attacks on the person
- Theft of personal and sensitive information by cyber-attack.

The directors are committed to:

- Demonstrate Board commitment to these processes by the provision of appropriate budget and resources to meet the business objectives.
- Communicate this policy to all staff.

The Company will ensure that staff:

- Are regularly briefed on company security protocols;
- Understand the need for vigilance at all times;
- Report suspicious activity wherever and whenever it is encountered, both to the relevant authorities and to company management.
- Fully co-operate with any investigation of terrorist activity encountered.

Suspicious activities may be reported as follows:

**Imminent threat**                      Contact **999**

**Suspicious activity**      Contact the Anti-Terrorist Hotline on **0800 789 321**

**Threat to national security** (terrorism or espionage)      Contact MI5 on **0800 111 645**

The Counter Terrorism Champions are:

- Mark Robson- Compliance Manager
- David Stothard – Procurement Manager



Bob Jacobs  
Managing Director