

## **POLICY: SECURITY**

### **BACKGROUND**

The corporate Security policy is established to facilitate the development of controls that will ensure that roles and responsibilities are clearly defined and understood in order to secure both corporate and individual compliance for Reverside regarding Security, in order to keep all employees and Reverside premises and property safe. It is the intent of Reverside to promote consistent organisational behaviour by providing guidelines and assigning responsibility for the development of controls where Security is concerned. It should be noted that failure to comply with conduct and procedures relating to Security falls under Misconduct in the Disciplinary Code.

### **SCOPE OF POLICY**

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Reverside. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Reverside.

### **REMOTES, TAGS AND KEYS**

Reverside Offices can be accessed using remotes, tags and keys. These are allocated to the support department only (HR, Finance, Sales, IT), and under the following conditions:

- An employee has to request for approval from their designated manager in order to be provided with a vehicle tag, office keys and/or remote;
  - Access remotes are only provided to employees who have their own vehicles, which they park on Reverside premises during their hours of work;
  - No employee may lend or borrow any remote/tag/keys to or from another employee, and should this occur disciplinary action may be instituted against both employees;
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- Unfortunately the Core department will not be issued with the above mentioned assets due to the short duration they usually spend at based at the office.

In the event where a key, access tag or remote is lost, the employee is held personally responsible for all the costs involved, which may involve changing locks etc.

Procedure to follow once the remote/tag/keys have been issued:

- The employee needs to sign an acknowledgement receipt or confirm receipt of the remote/tag/keys received via e-mail;
- It is purely the employee's responsibility to ensure the safe keeping of the remote/tag/keys from date of signing;
- Upon termination of employment, the remote/tag/keys must be returned to the Human Resources Department during the exit formalities;
- In order to protect the security of our staff, if remote/tag/keys are not returned immediately upon departure, the cost of a replacement lock/alarm system and keys will be at the cost of the employee;
- Should the employee lose or misplace an allocated remote/tag/keys, it is the employee's responsibility to immediately inform the Human Resources Department in order to take the necessary action to ensure that the safety and security of Reverside and its employees and premises are not compromised. The cost of a replacement lock/alarm system and keys will be at the cost of the employee concerned. Should it be established that the loss or misplacement of remote/tag/keys has been due to negligence on the part of the employee, this may constitute Misconduct and the appropriate disciplinary action will be instituted.

## **PARKING**

Employees may park in parking bays notified through a standing board marked "Reverside".

Employees should enquire from the Support & Maintenance Department (**Elvis Phalamohlaka 086 199 9990**) on what parking bays are available in order to avoid parking in a specifically designated Reverside employee parking bay.

Any employee who parks in a parking bay that is not notified through a standing board marked "Reverside", and which is notified as another company on the same premises, may be subject to disciplinary action.

## **EMERGENCIES**

In case of an Emergency please call the Human Resources Department between 08:00am and 17:00pm. Tel: 086 199 9990/011 998 1960

## **IRREGULARITIES**

The Security policy should be taken extremely seriously by all employees. Any employee who fails to comply with the Security Policy, will be subject to disciplinary action.

Irregularities concerning an employee's conduct with regard to the Security policy should be resolved by departmental management and the Director: Human Resources before concerning the Chief Executive Officer.

If there is any question as to whether an action constitutes an irregularity, contact the Director: Human Resources for guidance. The Director: Human Resources must coordinate all investigations with all affected areas, both internal and external.

## **INVESTIGATION RESPONSIBILITIES**

The Director: Human Resources has the primary responsibility for the investigation of all suspected misconduct with regard to the Security policy. If the investigation substantiates that misconduct has occurred, the Director: Human Resources together with the Chief Executive Officer will institute the appropriate disciplinary action against the employee.

## **CONFIDENTIALITY**

The responsible parties must treat all information received confidentially. Any employee who suspects irregular conduct with regard to the Security policy will notify the Director: Human Resources immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected misconduct (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect Reverside from potential civil liability.

## **AUTHORIZATION FOR INVESTIGATING SUSPECTED MISCONDUCT RELATING TO THE SECURITY POLICY**

The Director: Human Resources and his/her designated responsible parties will have:

- Free and unrestricted access to all Reverside records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation. Such activity will be thoroughly documented and recorded.

## **REPORTING PROCEDURES**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects irregular conduct with regard to the Security policy will contact the Director: Human Resources immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be

directed to the Director: Human Resources. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," or any other specific reference.

The reporting individual should take cognisance of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution;
- Do not discuss the case, facts, suspicions, or allegations with anyone who is not directly involved with the investigation or the outcome of the investigation and who have no legitimate need to know. This includes any family member and/or friend.

## **OUTCOME**

If an investigation results in a finding that irregular conduct with regard to the Security policy has occurred, then the appropriate disciplinary action for Misconduct must occur. The Director: Human Resources is responsible for this procedure and, if necessary, outside counsel may be sought in order to take the necessary disciplinary action.

## **ADMINISTRATION**

The Director: Human Resources is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

## **APPROVAL**

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(Chief Executive Officer)

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Date