



# IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

## EMPLOYEE SEARCH POLICY STATEMENT

### 1. Introduction

Seaton Rail Limited ("the Company") aims to build and maintain with its employees a relationship characterised by mutual trust and respect. Whilst the vast majority of employees are trustworthy, there may occasionally be employees who do not maintain the same high standard of [something]. It is important that these employees are correctly identified in order to preserve the relationship that the Company enjoys with trustworthy employees.

### 2. Provision

- 2.1 The Company reserves the right to carry out personal searches of employees in the workplace. These searches may form part of a random search or may be targeted to specific individuals or departments based on specific information received by the Company.
- 2.2 Employees are referred to their Terms and Conditions of Employment, which give the Company authority to carry out personal searches.
- 2.3 Personal searches will be carried out in support of Company policies, such as the Drug and Alcohol Policies, general Company rules and to generally protect Company assets and interests.
- 2.4 All searches will be carried out with regard to the Company's policies on Equal Opportunities and Bullying and Harassment.

### 3. Searches

- 3.1 All searches must be authorised by the Managing Director in advance. Searches will be carried out in private by a Line Manager or Security Officer of the same sex as the employee being searched.
- 3.2 All searches will be witnessed by a senior member of staff and, where requested, the employee shall be accompanied by a colleague of his or her choosing.
- 3.3 Searches will be limited to asking the employee to empty his or her pockets, bag, locker, drawers or cabinets, and to remove their coat, jacket or outer clothing.
- 3.4 A written record will be made of each search, including:
  - The time and date of the search;
  - The reason for the search;
  - Names of those present;
  - The outcome of the search;
 and will be signed by all parties present.
- 3.5 Failure to consent to a search without reasonable justification may be treated as a disciplinary matter and will be dealt with in accordance with the Company's disciplinary procedure.

This policy will be reviewed annually and updated as necessary.

Reviewed by: Shane Seaton

Managing Director

Date: 9<sup>th</sup> January 2023

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