



OPERATIONAL POLICIES AND PROCEDURES

STOP AND SEARCH POLICY

The Right to Stop and Search

Employees are reminded that, by accepting the terms and conditions outlined in their contract for services, that they have expressly agreed to TRAK Employment Solutions exercising the right of stop and search.

The purpose of this policy is to outline:

- The Company's policy in relation to stopping and searching employees;
- The manner in which searches will be carried out;
- The implications of an employee refusing to comply with a search request;
- Disciplinary action following a positive search

Other security arrangements implemented by the Company which are not related to stop and search are not covered by this policy and are detailed elsewhere.

Company Policy on Stop and Search

TRAK Employment Solutions reserves the right to undertake searches of employees within its or its clients premises. This is to protect Company and its staff from illegal activities such as theft of Company property or property belonging to another member of staff or other person; and the possession or supply of any substances which might be in breach of Company policy in relation to alcohol and or drugs.

Employees are advised that a search does not indicate that they are under any suspicion of wrongdoing and searches may be carried out randomly. However, the Company reserves the right to stop and search an employee when it reasonably suspects that they have committed an illegal act or an act in breach of company policy.

In accordance with employees' terms and conditions of employment, TRAK Employment Solutions reserves the right to carry out searches, including:

- a physical search of the employee where they will be asked to remove their jacket and empty all their pockets;
- a search of all baggage (both personal and Company property);
- a search of any vehicle on the Company's property (both personal and owned by the Company); and
- a search of all work areas (including but not limited to desks, lockers and cabinets, locked or otherwise). This may also include search of any electronic devices such as laptop or phone owned by the Company in compliance with the appropriate Company policy.

The Company will ensure that the level of search is fair and reasonable, taking into account all of the circumstances giving rise to it. If the Company suspects that a non-employee such as a contractor or visitor has committed an illegal act such as theft on Company property, no search will be attempted or carried out. Under these circumstances the police will be informed immediately and any evidence gathered handed to them.

The Manner and Location of Stop and Search Activity

Only authorised officers of the Company who have been trained in how to conduct searches will undertake searches on behalf of the Company. This is to ensure

- that the employee's dignity is protected
- selection of employees is not discriminatory

Searches may occur at random when employees enter or leave the building and/or in circumstances where the Company reasonably suspects that an employee has committed an unlawful act or act in breach of Company policy. If a search is undertaken on a random selection of employees, a demonstrably fair selection process will be used.

A physical search will be carried out in a private room, by an authorised officer of the same sex and in the presence of another authorised officer. Employees have the right to request that a physical search is attended only by people of the same sex.

Searches of baggage, vehicles and work areas will be carried out by an authorised officer in the presence of the employee in question and another authorised officer.

Refusal to Comply with the TRAK Employment Solutions Stop and Search Policy

If an employee refuses to undergo a search, the employee will be asked to reconsider his/her refusal. If the employee maintains his/her refusal to undergo a search, the individual's manager or other senior manager will be called. They will consider the employees stated reasons for the refusal and, if these are deemed reasonable, no further action will be taken against the employee.

The incident including the reasons for the employee's refusal to be searched will be recorded in the employee's personnel file.



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If an employee unreasonably refuses to undergo a search (including if they subsequently refuse to stay on the Company premises when requested to do so). This may lead to disciplinary action or cancellation of your assignment in line with the Company's disciplinary for gross misconduct where appropriate.

If the Company believes that there is evidence that an employee has committed an illegal act, this will be reported immediately to the police.

Disciplinary Action Following a Positive Search

If a search reveals evidence that an employee has committed an act which is illegal or in breach of Company policy, then the employee's manager or another senior manager as appropriate will be called, and the employee will be given the opportunity to explain the situation. If the manager is not satisfied with the explanation the employee will be suspended immediately pending a full investigation.

This may lead to disciplinary action or cancellation of your assignment in line with the Company's disciplinary policy.

If the Company reasonably believes that there is evidence that an employee has committed an illegal act, this will be reported immediately to the police.

If an employee is unhappy about the way in which a search has been conducted, or thinks they have been discriminated against or otherwise treated unfairly they can raise this in the first instance with their line manager. If an employee prefers to raise a formal complaint, he/she should refer to the Company's Grievance Procedure.

DRUG AND ALCOHOL ABUSE POLICY

TRAK Employment and all of its Clients work to a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and or alcohol is inconsistent with the behaviour expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subjects employees and visitors to unacceptable safety risks that undermine the Company's ability to operate safely, effectively and efficiently.

The use, possession, distribution or sale of controlled substances such as drugs or alcohol, being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components associated with the use of such drugs is strictly prohibited while on duty, while on Company premises or work sites or while operating the Company's equipment or vehicles.

Our Company and some of our Clients participate in post-offer, random and post-accident drug and alcohol testing. If injured on the job you may be expected to participate in a drug and alcohol test immediately following the injury.

MANUAL HANDLING POLICY

TRAK Employment and all of its Clients operate standard Health & Safety Procedure by offering Manual Handling Training, this is done through the CHILDS Play Video that is shown to you during the registration process.

This educational Video provided you with the basics to ensure that you lift and move correctly when in the work place.

It also makes you aware that you should not attempt to move a heavy object without the correct manpower or machinery to do so and that you are completely within your rights to refuse to move something deemed too heavy by yourself and that you can ask for help to do so.

PPE EQUIPMENT POLICY

TRAK Employment aim to help cover you with Personal Protective Equipment where possible, this is usually in the supply of a Hi Viz Vest and any information that might be required for when you start at a particular work place, in all instances either TRAK or the Customer will cover the bare minimum in PPE, however you will be expected to provide your own Safety Footwear for when you start in your position.

Failure to wear the minimum requirements (explained when receiving assignment details) could result in your removal from site. We therefore ask that you arrive ready for work with the correct equipment

I confirm that I agree to the above Operational Policies and Procedure and accept that I have full responsibility to ensure I abide by these rules in all instances and that failure to do so could result in removal from site, loss of work and police involvement.

SIGNED (EMPLOYEE) PRINT NAME:.....

DATE: / /