

SECURITY

POLICY STATEMENT:

In order to create and maintain a safe working environment and to protect the Logifix Freight Solutions premises and equipment it is paramount that all employees are conscious of security measures at all times.

PROCEDURE:

1. Security and Key Access

- a. The front door is to remain unlocked during business hours (when employees are onsite) and locked outside of business hours.
- b. If wishing to attend the office outside of business hours, the employee must get prior management approval.
- c. No one is to attend the office at any time by themselves.
- d. Due to the needs of the business the roller door to the garage is kept open during Logifix Freight Solutions' operating hours. It is therefore important that all employees ensure that no Logifix Freight Solutions equipment or personal property is left unattended in the garage area, due to public access possibility.
- e. Any Logifix Freight Solutions employees who hold a key and/or remote to the Logifix Freight Solutions premises must have their details recorded in the Key and Remote register.
- f. Employees who hold keys and/or remotes to the Logifix Freight Solutions premises must ensure they are secured safely at all times. Employees are forbidden from giving their key, remote or providing the alarm code to any other person, including other Logifix Freight Solutions employees, without the express approval of management.
- g. Logifix Freight Solutions' details must not be stored with a key and/or remote (i.e. on a key tag).
- h. The last employee to leave the building each day must secure the building by closing roller doors, setting the alarm, and securely locking the building. Employees who do not hold keys or alarm codes cannot remain in the building after the last employee member with a key leaves for the day.
- i. All building keys and remotes must be returned to their direct manager on termination of employment, or at request by Logifix Freight Solutions.
- j. Lost or stolen keys and remote controls must be reported immediately to the General Manager and Managing Director, and within 24 hours. Logifix Freight Solutions will cover the cost of the replacement in the first instance. Subsequent losses may lead to the employee no longer being permitted to hold a key and/or remote or may be responsible for replacing it at their own expense.
- k. Failure to adhere to this policy will be considered gross misconduct and could lead to termination of employment.

2. Locking Up the Office

- a. Ensure all employees have left the building.
- b. Check all doors, windows and shutters are closed and locked correctly.
- c. Turn off the air conditioning, heating and lights.
- d. Arm the alarm.
- e. Securely lock the front door and the gates.

3. Visitors to the Office

- a. Visitors to the Logifix Freight Solutions premises must sign in and out on the Logifix Freight Solutions Visitor Register, which is located at reception.
- b. No visitors should be directed into the office unaccompanied by a Logifix Freight Solutions employee. Should you see an unfamiliar face who is not wearing a visitor pass, please ask them to identify themselves and seek assistance from management.