

## Stop and search policy

The Company reserves the right to stop and search individuals in certain circumstances and the purpose of this policy is to set out the operational procedure for how this will take place. The policy covers employees, the self-employed, contractors and agency staff. It does not cover visitors or customers.

### General principles

The Company only allows searches to be conducted by a manager or supervisor (search operatives).

Searches may be personal searches of a person or a person's property, or of a vehicle.

There are no limits on the frequency of searches that may be undertaken by the Company or the times or occasions on which a particular individual may be searched.

Employees may raise concerns or complaints in relation to the stop and search processes to the Group Head of People.

### Search logs

The search operative will maintain a log of each stop and search, and will record the date, time and name of person being searched. The log will also show the item(s) being searched and the results of any discoveries. Any refusals will also be noted.

The search log will be signed by the search operative and the person being searched.

### Personal search process

At the outset of a personal stop and search, the search operative will outline the following to the person being searched:

- the reason for the search (setting out the grounds of suspicion, in line with company rules, policies and procedures, etc)
- confirm that a written record will be made of the search
- confirm that the search will not be of an intimate nature
- ask if a colleague should be present during the search
- ask the person being searched if they wish for the search to be carried out by a search operative of the same gender (if genders are different)
- confirm that the search will be of drawers, bags, lockers, exterior clothing or pockets of coats, jeans, etc.

The Company will usually require the person who owns the property to be present when it is searched. The Group Head of People may, exceptionally, authorise a search to take place in their absence.

### Vehicle search process

The Company may conduct a search of vehicles as they enter or leave the Company premises.

At the outset of a vehicle stop and search, the search operative will outline the following to the person whose vehicle is being searched:

- the reason for the search (setting out the grounds of suspicion, in line with company rules, policies and procedures, etc)
- the driver will be asked to move the vehicle into a parking bay to avoid obstructions and will be asked to turn off the engine and leave the vehicle

- confirm that a written record will be made of the search
- ask if a colleague should be present during the search.

The Company will usually require the person who owns the vehicle to be present when it is searched. The Group Head of People may, exceptionally, authorise a search to take place in their absence.

### **Bag/coat search process**

The Company may conduct a search of bags/coats as the owner enters or leaves the Company premises.

At the outset of a bag/coat search, the search operative will outline the following to the person whose bag/coat is being searched:

- the reason for the search (setting out the grounds of suspicion, in line with Company rules, policies and procedures, etc)
- the person who owns the bag/coat will be directed to a private room for the search to be conducted
- the person who owns the bag/coat will be asked to empty some or all of the bag/coat contents or alternatively pass the bag/coat to the search operative for a search to be undertaken.

The Company will usually require the person who owns the bag/coat to be present when it is searched. The Group Head of People may, exceptionally, authorise a search to take place in their absence.

### **Refusing to allow searches**

It is Company policy that all employees must consent to a search. A refusal to be searched may be treated as gross misconduct and could result in the employee's dismissal.

If an employee does refuse to allow a search, the search operative will ask for the reason for the refusal.

Refusals relating to the gender of the search operative will usually be resolved on the spot by a different search operative being substituted to undertake the search.

The search operatives will make every effort to resolve the situation but if the search is unable to take place, the reasons for the aborted search will be noted. The refusal will be referred to the HR department.

### **Search discoveries**

If the search operative identifies any items being brought into, or taken away from, the Company which have not been authorised, the employee will be referred to the HR department.

Employees found to be in the possession of the following may be suspended on full pay pending a disciplinary investigation:

- banned items (drugs, knives and other offensive weapons)
- items taken from the Company without permission (Company documents, Company property, etc).

A fair disciplinary procedure will be carried out which could result in dismissal without notice.