



Staff Search Policy

NW
NORWOOD UK

STAFF SEARCH POLICY

The Company retains the right to undertake staff searches to maintain security. If you are asked, it does not necessarily mean that you are under suspicion.

Where an employee is required to be searched, the following procedure will be used:

Searches may only be carried out by a senior member of staff, for example your Line Manager or Director.

The search will be conducted in a private room where you will be asked to empty your pockets and show the contents of any bags you may have. There will be no physical contact from those carrying out the search.

You may be accompanied by a work colleague or Union representative who is available at that time.

You may be searched by a member of the opposite sex provided that there is a witness present who is the same sex as yourself.

Your property, including vehicles on Company premises may be searched.

A refusal to comply with the Company search procedure may be subject to the disciplinary procedure.

Where an employee is found to be in possession of prohibited substances or there is evidence to suggest that he/she has committed a criminal offence, he/she will be suspended on full pay in line with the disciplinary procedure pending further investigation.

The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on Company premises or with regard to any other criminal offence.

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Uncontrolled when copied

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director