



HR Policies Manual

Health, Safety and Security

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21. HEALTH, SAFETY AND SECURITY POLICY

21.1 HEALTH AND SAFETY

Octagon Africa is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision needed to achieve this.

Octagon will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

Statement of General Policy

The Octagon Africa statement of general policy is to:

- i. Provide adequate control of the health and safety risks arising from our work activities.
- ii. Consult with our employees on matters affecting their health and safety.
- iii. Provide and maintain safe plant and equipment.
- iv. Ensure safe handling and use of substances.
- v. Provide information, instruction and supervision for employees.
- vi. Ensure all employees are competent to do their tasks, and to give them adequate training.
- vii. Prevent accidents and cases of work-related ill health.
- viii. Maintain safe and healthy working conditions.
- ix. Review and revise this policy as necessary at regular intervals.

Staff Responsibility

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy work-place through:

- i. Taking reasonable care for the health and safety of his/her self and of other staff who may be affected by his/her acts of negligence.
- ii. Being involved in the workplace health and safety system.
- iii. Maintain preventive practices and responsive procedures with regard to emergencies and accidental events.
- iv. Wearing protective clothing and equipment as and when required.
- v. Ensuring all accidents and incidents are reported.
- vi. Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- vii. Reporting any health and safety concerns to the manager/supervisor immediately it occurs.
- viii. Keeping the work place tidy to minimize the risk of any trips and falls.

21.2 SECURITY POLICY

Octagon is committed to providing a secure working environment by establishing and maintaining necessary security measures to ensure the security of its employees, assets, contractors, and visitors on company premises. Better security minimises losses which may be incurred due to various forms of crime in the company

PURPOSE

- To protect and proactively secure employees, contractors, service providers, visitors and assets, from theft, damage, pilferage and sabotage.
- To provide timely information through available channels on security status within and outside the company.
- Devise adequate measures and procedures within the company for prevention, detection and deterrence of crime.
- To investigate all incidents reported, take remedial action and create security awareness amongst employees.

21.3 SCOPE

This procedure applies to all employees, contractors, service providers, clients, customers and visitors.

21.4 OBJECTIVE

- Establish systems and procedures to detect, prevent and deter theft, damage and pilferage of company property and assets.
- Identify all security threats to employees, company properties, assets and equipment. Give relevant information on security matters to employees and ensure that employees are aware of their security responsibilities.
- Actively promote security awareness amongst our employees
- Carry out security survey/audits on existing security systems and report review results appropriately
- Support the development and capacity enhancement of both internal as well as Third Party security service providers.
- Liaise with law enforcement agencies and other Government Departments in detecting, preventing any illegal activity in the company premises.
- Liaise with the police and Judiciary in prosecution and investigations of criminal offences and traffic cases for or against the company.
- Ensure that all security incidents are duly reported and respective unit managers are involved and appraised from time to time on the progress of investigations and remedial action taken or recommended.
- Encourage cooperation in offering information or intelligence to the management both from within and outside the company on matters that can affect the company adversely e.g. strikes, sabotage, etc and any breaches of the law or the Octagon Code of Conduct.
- Establish appropriate response mechanism for distress and emergency calls.
- Promote a security culture that is focused on proactive prevention of incidents.

21.5 PRINCIPLES

Access Control

Access cards are issued by Octagon to employees to have access to the site. All employees to whom an access control card has been issued must only use the card to enter areas of the business for which they are

currently authorized. Access cards must be used only by the person to whom they have been issued to. They must not be lent, given to or used by any other person to enter a controlled area.

Anyone possessing or using an access control card to enter the site without authorization will be subject to disciplinary actions or criminal charges where appropriate.

Octagon Access Control Policy and Procedure is committed to and guided by the following principles.

Access Principles

ACCESS PRINCIPLES	
Access Cards	<ul style="list-style-type: none"> a) Octagon will issue one access card per authorized individual as determined by Department. b) The access card shall have the following details; name and photo, employee number, department, and shall be valid for a period of one year. c) Temporary employees are issued with a temporary card valid for the duration of their contract. d) On the last date of the contract or termination notice the security department will automatically disable the access card; e) In the event of loss of an access card the holders may be issued a time limited card for 12 hours, upon presentation of photo, ID and verification of employment.
Employee ID cards	<ul style="list-style-type: none"> a) Octagon issues a photo ID cards for all employees that shows employees name, photo, staff number and department; b) To gain access to the site an employee shall produce a valid Identity card. c) The Identity card remains the property of Octagon and must be surrendered immediately upon termination of employment or upon expiry of the contract;
Motor Vehicle Pass	<ul style="list-style-type: none"> a) Octagon will issue all employees with motor vehicle pass; b) Vehicles without the pass will be considered as visiting vehicles; c) The Motor vehicle pass will be displayed on the left side of the motor vehicle wind screen;

Visitor cards	<ul style="list-style-type: none"> a) The Security department will issue visitors with visitor access card to specific areas of the business/department; b) A visitor's movement shall be restricted to the specific areas authorized by the card. c) These cards shall be returned upon completion of the site visit if not the department will be liable
CONTROL OF ACCESS CARDS	
Return of Cards	<ul style="list-style-type: none"> a) Line managers will recover access cards from employees leaving Octagon, or otherwise ceasing to require access, and return them to onsite Security on the employees last day at Octagon.
Lost or damaged access cards	<ul style="list-style-type: none"> b) Stolen or lost access cards must be reported to the security department immediately and must be cancelled within 24 hours. c) All replacements of access card will be charged 1000 by the holder d) Line managers will report all other contractor, card losses immediately to the security systems coordinator who will cancel the access and disable the card
Roles and Responsibilities	
	<p>To enable and assist Octagon security in maintaining an accurate user database and effective access control measures, the requirements set out below detail the responsibilities of the individual authorities, these requirements are mandatory and should be adhered to at all times.</p>
Line Managers	<p style="text-align: center;">The line manager shall be responsible for:</p> <ul style="list-style-type: none"> a) Notifying the Line Managers of all persons who have been terminated or who have issued their resignation notice within 24 hours of such notice. b) Filing returns with the HR department on a monthly basis listing the number of people who have resigned; c) Ensuring that all access cards are collected from employees leaving and returned promptly to onsite security.
Security Manager	<ul style="list-style-type: none"> a) Reconciliation of employee listing with HR on a monthly basis; b) Automatic deactivation of Security access cards that have expired;
HR	<ul style="list-style-type: none"> a) Develop and send a list of employees who have left the business on a monthly basis to security for purposes of deactivation in the security and IT systems. b) Notify the Security Department, Payroll within 48 hours c) Immediate notification to the security systems coordinator of staff

	changes.
	BREACHES
	Breaches of this procedure must be reported to the Octagon Security Manager or HR Director.

21.6 BODY/ VEHICLE SEARCH

The purpose of this policy is to provide security personnel with guidelines on body /motor vehicles search procedures and competencies.

It is the policy of Octagon to conduct body and motor vehicle searches that are both legal and thorough. Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the safety of all officers, other persons and property involved

All vehicles entering the premises including those of employees will be searched.

All vehicles leaving the premises will be searched including those with an Octagon motor vehicle pass

Searches will observe the following principles:

- Search must be done by a trained security guard.
- Guard must first get consent from employee in order to be searched.
- Search must be done with some dignity without embarrassing the person being searched.
- Ladies must be searched by a female guard.

Octagon reserves the right to admission to company premises.

Any person that wishes to enter Octagon premises shall consent to search. Where an individual refuses to be searched, the person shall not be forcefully searched but shall simply be denied access. Search is effectively then an entry prerequisite.

Where a person refuses search at exit:

- A security supervisor must be called
- The person should be interviewed as to why they are refusing search.
- An enquiry be done as to the on-site movement of the person
- Any external signs of concealment
- Under suspicious circumstances, the police may be summoned as they have more extensive search powers.

Verbal of physical abuse of security officers is liable to disciplinary action

In the event of breach of this guidelines an employee, visitor, contractor shall be subjected to disciplinary measures or legal action as stipulated the Octagon Code of Conduct

21.7 OCTAGON PROPERTY

Octagon property includes products, stationery, equipment and any other item that is within the Octagon sites.

All items shall require authorization from Head of department and a Gate Pass duly signed and submitted to the security offices before leaving the site.

Violation of these guidelines shall be constitute a breach of the Octagon Code of Conduct

For which a person shall be liable for disciplinary action or prosecution under the applicable law.

21.8 RESPONSIBLILTIES

Security Manager

Security Manager shall be responsible for:

- Ensure that security guidelines are implemented with no lapses whatsoever.
- Manage measures and systems designed to safeguard all company assets/liabilities from all forms of threats that may lead to damage or loss.
- Carry out Inspection of premises and other assets and detect potential damage before any serious incidents occurs. (ongoing Risk Assessment and Mitigation)
- Manage the contracted security company.
- Manage the Conducting of surveillance within the company and liaise with security providers to guard against commission of crime.

Employees

All employees have a joint responsibility to ensure their own security and that of any company assets. In addition employees have responsibility to:

- To bring to the attention of security officer any security matters arising in their units/departments.
- Promptly report any suspicious people around the company premises to the management or Switch board.
- Report any vehicles parked near company premises, especially those whose occupants remain inside the vehicles for a long time. The occupants may be out on a monitoring mission.
- Remain alert at all times and respond accordingly to security briefing sent to them through various channels

21.9 CONFIDENTIALITY OF INFORMATION

The Octagon management will endeavour to treat all information received **with strict confidence** and not disclose the source of such information to any person, unless **with express authority** of the source as guided by the Octagon Values

Investigation result or recommendation will not be disclosed or discussed with anyone other than those who have **legitimate need to know**. This is to protect the reputation of person(s) under investigation, particularly those who were suspected but subsequently absolved of any impropriety. This is also to avert potential civil liability that arises from such disclosure.