



Security Policy

Elite Industrial Supplies Limited recognise the importance of protecting people, property and our operational practices against loss by intentional destruction or theft.

All personnel have a responsibility to ensure the security of themselves, others and Company property.

Elite Industrial Supplies Limited will make available, as far as is reasonably practicable, the resources to provide and install required security measures.

SECURITY OF PERSONNEL ON SITE

All visitors must report to the Reception Area. It is not the policy of the Company to allow visitors to circulate around the premises unless they are accompanied by a Supervisor or Manager. Employees seeing unaccompanied visitors on the premises should escort them to the appropriate Supervisor/Manager. Notices are exhibited at the entrance to the premises indicating points to which visitors should report on arrival.

SECURITY OF BUILDINGS

Where appropriate, measures will be taken to monitor the entry and movement of people and vehicles to site. Management are responsible for ensuring that the allotment and duplication of keys to buildings, vehicles and storage areas is effectively controlled.

The Company will endeavour to restrict access to buildings by unauthorised personnel through the installation of security alarms for use during unmanned periods. Coded key pad access systems will be utilised and access codes will be changed at frequent intervals.

Elite Industrial Supplies Limited request the co-operation of all employees in ensuring that windows and blinds are closed and doors locked when leaving the buildings unattended.

INFORMATION SECURITY

Elite Industrial Supplies Limited recognise the need to secure information systems to ensure availability, integrity and confidentiality is maintained. Measures will be put in place to protect and secure computer information on customers and products against natural disasters, failure of manmade equipment and services, and accidental and/or malicious acts by human beings.

SECURITY OF CUSTOMER PROPERTY DURING TRANSIT

Elite Industrial Supplies Limited recognise the need to ensure the security of products during transit, and to protect deliveries to customer premises.

All Company drivers will be screened for security prior to recruitment. An Elite passport will be allocated to each and every Company driver, to provide identification and verification for the customer that the driver is authorised and approved by the Company. Drivers are also issued with instructions regarding the security of the load during parking, and instructions when leaving the vehicle unattended for any period of time.

Integrity of the load will be maintained wherever practicable through the use of seals or other locking devices.