

# STAFF SEARCH

## POLICY STATEMENT



### Policy Statement:

Rev 4

### Issue Date:

10/01/2017

### Signed:

EAMONN LAVERTY

Managing Director

It may on occasion be necessary and legitimate for the Company to seek to carry out personal searches of employees, their belongings and vehicles.

1.1 The Company may request that employees submit to personal searches in the workplace or any company sites or locations they work at or visit.

1.2 Searches may be requested randomly or may be targeted to specific individuals, departments or sites based on specific information received by the Company or concerns that have arisen.

1.3 Personal searches may be sought in support of Company policies such as the Drug and Alcohol Policy, the general Company rules prohibiting theft and misappropriation and to generally protect Company, customer and third party assets and interests.

1.4 Employees may, for example, be asked to empty their pockets, bag, briefcases, desks, lockers and filing cabinets and to submit vehicles to a search.

1.5 In the event that a search is carried out due regard will be had to the Company's Anti Bullying and Harassment and Equal Opportunities Policies.

1.6 In the event that an employee makes a reasonable request to be accompanied by a work colleague during a search this will be accommodated.

1.7 The Company may, if operationally feasible, have someone accompany the supervisor or manager performing the search.

1.8 In the event that an employee refuses to consent to a search without reasonable justification then disciplinary action may be taken against them.

1.9 It is hoped that all employees will understand the reasons why consent to searches may from time to time be sought and will co-operate with such requests.

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