LLUK

Staff Searches

LLUK is aware of potential stock shortages / losses and the many reasons for these occurring, and on occasions colleagues may come under suspicion due to these shortages / losses. It is important therefore, that the company attempt to protect the trustworthy majority of staff as much as possible from such suspicion, and subsequently security must remain a high priority within the working environment.

It is therefor important that the company try to protect staff as much as possible, and in this respect LLUK have introduced, in line with our clients, guidelines on the 'Right to search'.
The attached pages detail how searches will be conducted, who will conduct them, when they will be actioned etc.

All searches will be recorded on a Departmental Security Summary Sheet which will be returned to the Directors to be retained on file and to ensure a fair application of the 'Right to Search' across the business.

Why should Staff Searches take place?

Concerns have been raised regarding the level of security and stock losses, whether in transit or potentially in-house. In order to maintain our trustworthy reputation with our clients, the company has decided to issue Staff Searches and the records made available to our clients upon request.

What are the benefits?

- Protects personal belongings
- Protects company property
- Protects employers
- Peace of mind for staff
- Stops internal and external theft
- Maximises profitability

Who should be searched?

All LLUK employees may be searched in accordance with these guidelines.

Who will carry out staff searches?

LLUK Management will conduct the searches and a witness should be present.

Reporting a breach of security

It is the responsibility of each and every employee to report any risk or suspicion, no matter how trivial, of theft or dishonesty where staff involvement is suspected. You should report any suspicion to your supervisor or manager.

How Staff Searches will be conducted

All quotations & processes are subject to copyright and not for sharing except for the intended recipient(s) unless otherwise specified.
© Copyright Luxury Lockstitch UK Ltd 2018

Registered Address: Unit 19 Brock Lane Mall, The Nicholson's Centre, Maidenhead, SL6 1LB
Registered in England. Company Number: 11233254
Tel: 01628 963107

The company follows a positive approach to the security of its employees and property. It will be practice to search employees, their bags and vehicles on or when leaving company premises. there will be no discrimination against any particular level or members of staff.

- Searches will be carried out on staff on a chosen day. The day will be left to management to decide. There is no limit to the number of days when searches can be conducted, however searches should be actioned at least once per week.
- Where staff enters the premises with personal property which could be mistaken for company property, the duty manager must be informed.
- When carrying out a search a witness must be present.
- It is important that searches conducted on staff are wherever possible actioned by by a person of the same sex / gender. Where this is not possible another member of staff of the same sex / gender should be used as a witness.
- The Company would intend that any inspection of personal property will be carried out with the minimum of fuss, and asks staff for their co-operation to ensure that this remains the case.
- The person searching will not physically search the member of staff. The person being searched will be requested to empty all pockets, bags, containers etc showing the contents.
- Employees who are selected for a search and refuse to allow a search to be carried out will be interviewed by the duty Manager. If the employee continues to withhold their consent, the employee should be informed that they are suspended from work, with pay, pending further investigations/disciplinary hearing. The employee should also be informed that they must make themselves available during the times/days that they would have been available to the Company had they attended for work, to assist in the investigations. The Company will view any refusal as failing to fulfil their obligation under their contract of employment/terms etc governed under the employee handbook and subsequently disciplinary action will be taken up to and including termination of employment.
- It will be considered to be gross misconduct if any individual is found to be in unauthorised possession of Company property or a fellow colleagues property and the matter will be reported to the police.

What happens after a search has been carried out?

- All staff searches that are carried out must be recorded by the person responsible and conducting the search on the Departmental Security Summary [see attached].
- The original of the Departmental Summary Sheets must be given to the Operations Director on a weekly basis.
- If on conclusion of the search, company property is found that cannot be explained, the incident should be reported immediately to the Directors and the police.
- The manager should also inform the employee that due to them being in possession of company property without a satisfactory explanation, or authorisation, the employee is therefore suspended from work, with pay, pending further investigations and possible disciplinary hearing. The employee should also be informed that they must make themselves available during the times/days that they would have been available to the Company had they attended for work, to assist in the investigations. Investigations etc will be carried out according to the Disciplinary procedures.

All quotations & processes are subject to copyright and not for sharing except for the intended recipient(s) unless otherwise specified.
© Copyright Luxury Lockstitch UK Ltd 2018

LLUK

Staff Search Record

Manager:

Date	Searched By	Accompanied By	Staff Member Searched

All quotations & processes are subject to copyright and not for sharing except for the intended recipient(s) unless otherwise specified.
© Copyright Luxury Lockstitch UK Ltd 2018

Registered Address: Unit 19 Brock Lane Mall, The Nicholson's Centre, Maidenhead, SL6 1LB
Registered in England. Company Number: 11233254
Tel: 01628 963107