

OT Group Limited

Part of Paragon Group

OfficeTeam Security of Personal and Company Property Policy

Personal Property

You are required to keep securely any personal property brought onto Company premises, including vehicles, money and other valuables. Such property is here at entirely your own risk and the Company will not accept responsibility for its loss or damage.

Company Property

You are expected to take reasonable care to avoid and prevent damage, disclosure or misuse of facilities, products, equipment and materials belonging to the Group that you have cause to use in the workplace.

Company property must not be removed from its proper or approved location, nor must it be used for personal use, unless express permission has been obtained in writing from the appropriate Director.

You may be subject to a security examination involving the search of your vehicle or possessions where reasonably necessary. This does not involve a body search. You may request the presence of a fellow employee during the search.

Covert Security

Unfortunately due to a number of instances of theft of Company property, we have had to install covert surveillance mechanisms.

Reporting a Suspicion of Theft

If you have any suspicion that a theft of Company property may be taking place, please telephone **0800 988 4885**. Rewards are payable in the event of convictions following information received.

Every act of theft is reported to the Police and we always prosecute offenders.