



# CORPORATE SECURITY POLICY STATEMENT



## OUR OBJECTIVE

The Corporate Security Policy aims to deliver value to our customers by providing the fastest most reliable services without exposing them or ourselves to security related risks

Security is a vital element of our service and key to the success of the company. Everyone in the organization is responsible for taking the necessary precautions that will safeguard consignments and assets entrusted to our care. We must therefore create a secure environment that can be trusted by our customers.

- » **INFORMATION** - Information that belongs to the company must be protected from unauthorised disclosure. This applies to all modes of communication including electronic records, paper, disks & memory sticks. All of these must be secured from unauthorised disclosure at the close of business every day.
  
- » **SYSTEMS** - Security mechanisms must be implemented in all LV computer systems to ensure availability and confidentiality of information. Stringent logical access controls and audit trails will always be employed to protect against external and internal threats to our systems.
  
- » **STAFF** - Controls are in place to ensure LV engages only employees and suppliers whose integrity and profiles enable us to comply with our security policy.

## RISK ASSESSMENTS

Regular risk assessments will be undertaken at all locations where the company is responsible for assets or goods entrusted to our care. Regular tests to determine vulnerabilities will be undertaken at every location. Regional management is responsible for ensuring that local management acts upon the reports that are produced as a result of these preventive audits.



## **PREVENTION, REPORTING AND INVESTIGATION**

The security structure responsible for the prevention, identification and reporting of incidents that result in breach or potential breach of security or other risk to the company. Including those incidents related to compliance violations or investigations. Where there is a suspicion or an allegation of a security breach against an individual or individuals an investigation must be undertaken outside the line management of that individual or individuals.

A report will be provided which will be submitted to the appropriate level of management. All reports of fraud, corruption, breach of violations that are related to security must be reported to the MD.

## **MANAGEMENT RESPONSIBILITIES**

All managers and supervisors have security as part of their normal responsibilities. LV. Management is accountable to the MD for enforcing the Security Policy. The company promotes an environment of openness that allows anybody to report security breaches without fear of reprisal. Individuals who knowingly make false defamatory statements will be liable to civil and/or legal proceedings.

## **EMPLOYEE RESPONSIBILITIES**

LV expects from all employees to safeguard the company's assets and reputation and to protect customers' property. Any wilful or deliberate breach of company policy or rules will result in disciplinary action.

Dishonesty by anyone in any way that affects LV will be treated as gross misconduct. Actions may include but not limited to disciplinary dismissal. Training and advice will be provided to ensure that all our employees understand the security risks and procedures.



## POLICY ISSUES

Addition to this policy statement, it is required to bring it under the attention of all major contractors and suppliers. A copy of this document will be made available to every employee and will be displayed at all of our locations into the company.

A handwritten signature in black ink, appearing to read 'C Lewin', is written over a light grey rectangular background.

C Lewin

Managing Director

Issued: 13/03/14

This policy is reviewed annually

LV/DC/0403f

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