**Cash In Transit Policy**

July 2018

**Policy**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to employees who may be required to carry monies as part of their role. This policy applies to all employees of the Company, regardless of their position. It applies equally to all employees regardless of their age, sex, marital or civil partnership status, racial or ethnic group, disability, sexual orientation, religion or belief.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

Principles

Key principles of this policy are to ensure that employees who are required to carry Company monies are safe to do so, while adhering to our insurance policy.

# Cash Amounts

The following limits must be adhered to when carrying monies:

|  |  |
| --- | --- |
| **Limit** | **Number of Persons** |
| Up to £3,000 | 1 |
| Up to £6,000 | 2 |
| Up to £9,000 | 3 |
| Up to £12,000 | 4 |
| Above £12,000 | Only carried by an approved Security Company |

# Procedure

Should an employee be required to collect monies, the following procedures are recommended and should be followed:

**Before Collecting Monies**

* Park as close to the entrance of the building as you can. If possible do not park around the back of the building or in an isolated place
* Always ensure that your car is well maintained and you have sufficient fuel before setting off
* Always carry a mobile phone. If you think you are being followed ring the nearest police station and give details of the vehicle, registration, number of occupants and location
* Never talk about money or count money in public areas

**While Carrying Monies**

* Take care when starting and finishing your walk - these are the most likely places where you might be approached
* Drop cash off at banks throughout the day. If banks are closed contact your Line Manager immediately
* If you think you are being followed go immediately to a public place, or the nearest police station

# Theft

Should an employee be a victim of theft whilst carrying Company monies, they must contact the Authorities and their Line Manager as soon as possible.

If an employee should feel uncomfortable with carrying large amounts of money, they must speak to their Line Manager immediately.