**Workplace Searches Policy**

July 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to workplace searches. It is the Company’s policy to treat all employees, contractors and visitors equally and to ensure that searches are carried out in a fair and respectful manner. 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.

Policy

The Company will from time to time carry out searches on individuals leaving Company premises. This applies to all levels of employees, including agency workers and contractors. The purpose of the search is to ensure that Company goods or property are not being removed unlawfully. Searches may be carried out at random or if it is believed that a breach of security has taken place.

# Procedure

Where an employee is required to be searched, the following procedure will be used:

* Searches may only be carried out by a senior member of staff, for example a General Manager
* The search will be conducted in a private room where employees will be asked to empty their pockets and show the contents of any bags they may have. There will be no physical contact from those carrying out the search
* Employees may be accompanied by a work colleague or trade union representative who is available at that time
* Employees may be searched by a member of the opposite sex provided that there is a witness present who is the same sex as the employee
* All property of the employee, including vehicles on Company premises, lockers, desk and bags may be searched
* The Company will maintain a log of all searches carried out, and this information will remain confidential

**Refusing to be Searched**

A refusal to comply with the Company’s search procedure may be dealt with under the disciplinary procedure.

**Company Property Found**

Where an employee is found to be in possession of prohibited substances or there is evidence to suggest that they have committed a criminal offence, they will be suspended on full pay in line with the disciplinary procedure pending further investigation.

The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on Company premises or with regard to any other criminal offence.