

McFour Ltd is committed to providing a safe and secure working environment for all our employees, sub-contractors & their employees, temporary employees, consultants, and suppliers to ensure the continued secure protection of our assets and any personal data that the business holds within its premises. This will be achieved by complying with all current statutory regulations.

The objective of this policy is to:

- Create an open, safe and welcoming workplace.
- Ensure the personal safety and well-being of all individuals.
- Protect premises and physical assets to include personal property and vehicles.
- Ensure that all confidential, restricted, sensitive data and all personal data held in the company's offices is stored securely.
- To promote the reduction of incidents and the minimisation of risk.

The protection of the companies computing resources and information begins with physical security measures to prevent unauthorised access and theft. Our head office is secured by a perimeter fence including entrance via a pair of intercom-controlled electric gates. There are security shutters to the front elevation windows and door backed by an alarm which is monitored by our staff.

Our normal office hours are 9:00-17:00, access to our first-floor offices is via a spiral staircase at the rear. Out of hours site access is only via access key fobs held by authorised keyholders, who are authorised by the Managing Director. Visitor access is authorised by the receptionist via the intercom-controlled electric gates.

At the end of the working day the office door is locked, the security shutters closed, and all perimeter ground floor doors locked, the last person leaving ensures the gates are closed.

Signed:



Date 01/02/2023

Mr Martin McDermott, Managing Director