

## POL029 Counter Terrorism Policy Statement



As the Managing Director I recognise the potential terrorist and security threats facing the UK currently and am committed to ensuring that my company, its employees and subcontractors are aware of the threat and work pro-actively to help prevent and mitigate it.

This will be achieved via the raising of awareness with this Policy Statement and planning control measures within the associated arrangements within the company procedures which include processes and guidance to eliminate or reduce the most likely threats including:

- Bomb threats and IED's
- Firearms and weapons attacks
- Using Vehicles as Weapons
- Theft of personal information, schematics and other sensitive information

I will strive to:

- Develop and maintain effective controls to prevent terrorism
- Carrying out vigorous and prompt investigations if terrorist activity is suspected
- Notify the relevant authorities as detailed below

My Directors, Managers and Supervisors will be responsible for:

- Identifying the risks to which systems and procedures are exposed
- Developing and maintaining effective controls to prevent and detect terrorist threats
- Ensuring that controls are being complied with

Individual members of staff are responsible for:

- Reporting details immediately to the Managing Director if they suspect that terrorism related activities are being committed or see any suspicious acts or events

I will ensure that this policy is communicated to and understood by all of my employees and where necessary our External Service Providers. It is included within the Management Review Process to ensure its continuing suitability and relevance to the company activities and status.

Suspicious activities can be reported as below:

- Contact 999 to report an imminent threat
- Contact the Anti-Terrorist Hotline on 0800 789 321 to report suspicious activity
- Contact MI5 if you know something about a threat to national security such as terrorism or espionage - 0800 111 4645

A handwritten signature in black ink, enclosed within a hand-drawn oval. The signature appears to be 'Liam Clear'.

Liam Clear  
Managing Director  
Wembley Innovation Ltd

October 2019