

1. Introduction

<<Company name >> ("the Company") has and will maintain with its employees a relationship characterised by mutual trust. If the vast majority of employees are trustworthy, there may occasionally be employees who do not maintain the same high standard of [something]. It is important that these employees are correctly identified in order to preserve the relationship that the Company has with its trustworthy employees.

2. Provision

- 2.1 The Company reserves the right to carry out searches of employees in the workplace. These searches may be general searches, or may be targeted to specific individuals or departments in order to obtain specific information received by the Company.
- 2.2 Employees are referred to the terms of the Company's Policies of Employment, which give the Company authority to carry out searches.
- 2.3 Personal searches will be carried out in accordance with the Company policies, such as the Drug and Alcohol Policies, to ensure the safety of the Company and to generally protect Company assets and interests.
- 2.4 All searches will be carried out in accordance with the Company's policies on Equal Opportunities and Bullying and Harassment.

3. Searches

- 3.1 All searches must be authorised by the Manager >> in advance. Searches will be carried out in private by the Manager or security officer >> of the same sex as the employee being searched.
- 3.2 All searches will be witnessed by a second member of staff and, where requested, the employee shall be accompanied by a representative of his or her choosing.
- 3.3 Searches will be limited to the following areas: [locker], [drawers or cabinet], [bag], [coat, jacket or outer clothing].
- 3.4 A written record will be made of the following:
 - The time and date of the search
 - The reason for the search
 - Names of those present

- The outcome of the sea and will be signed by all par
- 3.5 Failure to consent to a sea disciplinary matter, and w disciplinary procedure.

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This policy has been approved &

Name: <<Insert F

Position: <<Insert P ces Manager>>

Date: <<Date>>

Signature:

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