



**GUARDFORCE SECURITY LIMITED**  
Protection with Intelligence

# EXTERNAL POLICY SUMMARY

DATE:	1 <sup>st</sup> November 2018	Objective – To ensure this policy is circulated to all interested parties
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## SCOPE

We are committed to ensuring that quality is at the forefront of everything we do at GFS. We have a commitment to abide by all statutory and regulatory requirements which are applicable to our business. Our stakeholders are important to us and we will ensure we provide a quality service which reflects positively on those stakeholders and the Private Security Industry. The following abbreviated policies reflect the GFS approach to business.

For the full policy documents please contact the GFS Q&C Manager

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# QUALITY

Guardforce Security Limited aims to provide quality products and services to its customers and stakeholders on time and within budget.

The organisation operates its quality management system in conformance with the requirements of BS EN ISO 9001: 2015 and the British standards/codes of practice applicable to its scope and context of services. These include;

- BS 7499:2013 - Static site guarding and mobile patrols services
- BS 8507-1:2008 - Close Protection services
- BS 8406:2009 - Event Stewarding and Crowd Safety.
- BS 7960:2016 – Door Supervision

All operational codes of practice are underpinned by the principles of BS7858:2012 Security screening of individuals employed in a security environment

Guardforce Security Limited is committed to:

- The development, effectiveness and continual improvement of the quality management system
- The enhancement of customer and stakeholder satisfaction and perception through the review of their needs and expectations
- The supply of highly professional, trained and SIA licensed individuals who complement our customers profile and approach to business
- To develop a risk based thinking ethos within the business that helps us to identify both risks and opportunities
- To present a positive reflection of the Private Security Industry through service delivery and stakeholder engagement
- To cascade relevant information through the Organisation relating to the importance of meeting customer needs, statutory and regulatory requirements and the quality management system.
- To establish, monitor and measure the company objectives in line with the quality policy and business plan.

The Organisation constantly monitors its quality performance, and implements improvements when appropriate. This Quality Policy is regularly reviewed in order to ensure its continuing suitability.



# HEALTH & SAFETY

The policy of our company Guardforce Security Ltd is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all of our employees. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at Guardforce Security Ltd have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

Guardforce Security Ltd recognises its duty of care towards others that are not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

The Policy is implemented and maintained so that Guardforce Security Ltd keeps within the requirements of the Health and Safety at Work etc. Act 1974 the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 and will be subject to a regular review annually or when there are any significant changes.



# THE ENVIRONMENT

GFS is committed to the continual improvement of its environmental performance, with a view to reducing environmental impacts to levels not exceeding those corresponding to economically viable applications of best available practices and techniques. Our policy is appropriate to the nature, scale and environmental impacts of our activities, products and services.

This policy is the driver for implementing and improving our Quality Management System (QMS) so that we can maintain and potentially improve our environmental performance. Our Senior Management Team (SMT) is committed to ensuring that we comply with applicable legal requirements which relate to our Environmental Aspects and other requirements, to prevent pollution and to continually improve our impacts on the environment.

This policy provides the framework upon which we set and review our environmental objectives and targets. GFS, shall document, implement and maintain this policy. This policy is communicated to all employees, clients, contractors, sub-contractors and suppliers both in the Site Assignment Reference Manual (ARM) and on the company website and electronic communication, to ensure their awareness of both this policy and their role in implementing, maintaining and improving it.

Our environmental performance will be reviewed at our Management review (MR) meetings to monitor our progress and ensure our compliance, and this policy will be reviewed annually or sooner if required by legislative change or a significant change in our business.



# MODERN SLAVERY & HUMAN TRAFFICKING

We are committed to eliminating acts of modern-day slavery and human trafficking within our business and from within our supply chains. Our annual turnover is under £36 million and although we are not legally obliged to report on slavery and human trafficking, this statement is made in accordance with section 54(1) of the Modern Slavery Act 2015 and is our slavery and human trafficking statement.

We are a provider of security services specialising in; Security guarding, door supervision, close protection and event stewarding. We are an independent company operating worldwide. Our business operates from a head office facility located at RM11 2JS

We are committed to ensuring that there is no modern slavery or human trafficking in any part of our business. This policy reflects our commitment to act ethically and with integrity in all our business relationships. We will implement and enforce effective systems and controls to prevent slavery and human trafficking from taking place anywhere within our business or supply chain.



# CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility (CSR) is inseparable from our Company values, our business processes and the pride employees have in working for GFS. CSR should permeate day to day behaviour, external relationships and strategic business management.

The primary CSR goal of GFS is to attract and retain employees and customers by fulfilling its ambitions and responsibilities towards all of its stakeholders over the long-term. CSR, is about managing our business in a way that enhances the positive and minimizes the negative economic, social and environmental activities of our business.

CSR means that the Company will consider and manage its impacts on key stakeholders and the environment as an integral part of its business relationships, of the development and delivery of its services and of its risk identification and management.

This will be achieved by (but not limited to):

- Our Commitments
- Our People
- Training
- Risk Management
- Internal Audit
- Communication
- Economic Contribution
- Environmental Evaluation



# EQUAL OPPORTUNITIES AND DIVERSITY

The Company recognises that unlawful forms of discrimination are unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equality and diversity policy. Breaches of the policy may lead to disciplinary proceedings and if appropriate, disciplinary action.

The aim of this policy is to ensure that no job applicant, current or former employee or worker whether full-time or part-time receives less favourable treatment either directly or indirectly on the grounds of their race, colour, nationality, ethnic or national origin, sex, marital or civil partnership status, gender reassignment, sexual orientation, religion or belief, disability, part-time status, fixed-term status or age.

We will oppose and take action against the following criteria without limitation;

- Direct Discrimination
- Indirect Discrimination
- Disability Related Discrimination
- Victimisation
- Harassment

GFS will also consider;

1. The implementation and review of its policies
2. Affirmative action where necessary
3. The review of related information
4. A fair recruitment, selection and career journey for all
5. Complaints and grievances
6. Internal responsibilities