

Hereward Security Solutions Company Policy: Alignment with COP 119

1. Purpose

The purpose of this policy is to ensure Hereward Security Solutions adheres to the COP 119 Code of Practice for the 'Provision of Labour in the Security and Events Sectors'. This commitment aims to uphold high standards of security screening, compliance with legal requirements, and the ethical treatment of our workforce, thereby enhancing public safety and maintaining the reputation of our services.

2. Scope

This policy applies to all employees, contractors, and subcontractors involved in the provision of labour within Hereward Security Solutions, particularly in the security, guarding, and events sectors.

3. Policy Statements

3.1 Compliance with COP 119 Requirements

- **Security Screening (BS 7858):** All personnel provided for security roles will undergo thorough security screening in accordance with BS 7858 standards. This includes identity verification, employment history checks, and criminal record checks.
- **SIA Licensing:** Ensure that all security officers possess valid Security Industry Authority (SIA) licenses. Regular audits will be conducted to verify the validity and appropriateness of these licenses.
- **Working Time Regulations:** Adhere strictly to working time regulations, ensuring that all staff are working within legally permissible hours to prevent overwork and ensure adequate rest.
- **Minimum Wage:** Guarantee that all personnel are paid at least the minimum wage as per current legislation. Regular audits of payroll systems will be conducted to ensure compliance.
- **Right to Work:** Conduct thorough checks to verify the right to work for all employees. This includes validation of identification documents and work permits where applicable.
- **Employment Status Checks:** Confirm the employment status of all workers to ensure they are classified correctly and receive appropriate benefits and protections.

3.2 Independent Certification

- **Achieving COP 119 Certification:** Pursue and maintain independent COP 119 certification to demonstrate compliance with the code of practice. Undergo regular audits and assessments as required to uphold this certification.
- **Continuous Improvement:** Regularly review and update practices to align with the latest requirements of COP 119 and related industry standards.

4. Benefits of Compliance

By aligning with COP 119, Hereward Security Solutions will:

- **Meet Legal and Statutory Requirements:** Demonstrate a strong commitment to legal and regulatory compliance.
- **Promote Social Responsibility:** Uphold social, environmental, and governance criteria within our service delivery.
- **Enhance Stakeholder Confidence:** Increase trust and confidence among clients, employees, and other stakeholders by ensuring the quality and safety of our services.
- **Maintain High Standards:** Ensure that security standards are not compromised, and contractual requirements are consistently met.

5. Responsibilities

- **Management:** Ensure that all relevant policies, procedures, and controls are in place and adhered to. Provide training and resources necessary for compliance.
- **Employees:** Comply with all aspects of this policy and participate in required training. Report any non-compliance or concerns to management.
- **HR and Compliance Teams:** Conduct regular audits and reviews of practices to ensure ongoing compliance with COP 119.

6. Review and Monitoring

This policy will be reviewed annually or as required to reflect any changes in COP 119 requirements or relevant legislation. Monitoring will be conducted through regular audits, staff feedback, and compliance checks to ensure adherence to this policy.

By implementing this policy, Hereward Security Solutions commits to maintaining the highest standards of labour provision in the security and events sectors, ensuring compliance, and promoting ethical practices throughout our operations.