



Security Guidance

Good security begins with the behaviour and actions of each and every one of us – how we think and act each day at work. By being aware of, and thinking through, our daily routines and actions, all employees contribute to our own security.

sportscotland emphasise that security is everybody's responsibility. We all have to understand the risks we face, and act to ensure we are secure. **sportscotland** are accountable for protecting our people and business by continuously identifying, understanding and acting to reduce security risks. All employees play a role in being vigilant, complying with security requirements at all times, and reporting incidents and concerns.

Our aim is to establish a safe and secure environment that has systems and policies in place to protect employees from violence, harassment and abuse and safeguard **sportscotland** property and assets from theft, misappropriation or criminal damage.

In order to provide a safe working environment and to protect **sportscotland** property and assets, the following arrangements have been put in place:

Identification badges (where applicable)

- Employees will be issued with a photo identification (ID) badge which bears the **sportscotland** logo and the individual's name and job title. Employees should wear it at all times whilst on a **sportscotland** premises.
- Lost or damaged cards should be reported to the employee's line manager immediately and a replacement ID badge requested without delay.
- ID badges must be surrendered to the individual's line manager on leaving the employment of our organisation.
- Temporary employees will be issued with an ID badge if they are working on **sportscotland** premises for a period of time.

Signing in (where applicable)

- All visitors and contractors will be asked to sign in on arrival where appropriate, detailing their name, date, purpose of visit or person they are visiting and the registration of any vehicle parked on the premises.
- Visitors and contractors will be issued with a visitor badge where appropriate.

Access control systems

- Where applicable, employee identification badges will permit access to office or plant areas within **sportscotland** properties. Employees should

ensure that access control doors are closed behind them and not allow entry to anyone else without asking who they are.

- Identification badges should not be loaned to anyone.

Security alarm systems

- Where security alarm systems are in operations, local procedures will be in place for correct setting and deactivation.

CCTV systems

- Where applicable, **sportscotland** premises are fitted with CCTV and some sites employ security personnel to monitor images during the buildings operational hours.
- At other sites, images are not monitored on an ongoing basis and they are used mainly retrospectively to retrieve stored images where it has been identified that a crime or breach of security has occurred and evidence is required as part of the investigative process.

Company equipment

- Employees should ensure that adequate measures are taken to protect **sportscotland** equipment and that is not left vulnerable to potential theft, loss, malicious/criminal damage or misuse.
- When not in use, equipment should be stored in a secure place out of view.
- Equipment carried in vehicles should be placed out of side and removed from the vehicle when unattended.

Employee property

- All employees should take responsibility for their own personal property and if possible, not leaving valuable items unattended at any time.