



# STAFFING MATCH



STAFF SEARCH POLICY  
2017

## Staffing Match Staff Search Policy

### 1. Introduction

SM Global Consultancy Ltd ("the Company") aims to build and maintain with its employees a relationship characterised by mutual trust and respect. Whilst the vast majority of employees are trustworthy, there may occasionally be employees who do not maintain the same high standard. It is important that these employees are correctly identified in order to preserve the relationship that the Company enjoys with trustworthy employees.

### 2. Provision

- 2.1 The Company reserves the right to carry out personal searches of employees in the workplace. These searches may form part of a random search, or may be targeted to specific individuals or departments based on specific information received by the Company.
- 2.2 Employees are referred to their Terms and Conditions of Employment, which give the Company authority to carry out personal searches.
- 2.3 Personal searches will be carried out in support of Company policies, such as the Drug and Alcohol Policies, general Company rules and to generally protect Company assets and interests.
- 2.4 All searches will be carried out with regard to the Company's policies on Equal Opportunities and Bullying and Harassment.

### 3. Searches

- 3.1 All searches must be authorised by the Line Manager in advance. Searches will be carried out in private by a Line Manager of the same sex as the employee being searched.
- 3.2 All searches will be witnessed by a senior member of staff and, where requested, the employee shall be accompanied by a colleague of his or her choosing.
- 3.3 Searches will be limited to asking the employee to empty his or her pockets, bag, drawers or cabinets, and to remove their coat, jacket or outer clothing.

## Staffing Match

- 3.4 A written record will be made of each search, including:
- ✦ The time and date of the search.
  - ✦ The reason for the search.
  - ✦ Names of those present.
  - ✦ The outcome of the search and will be signed by all parties present.
- 3.5 Failure to consent to a search without reasonable justification may be treated as a disciplinary matter, and will be dealt with in accordance with the Company's disciplinary procedure.

**This policy has been approved & authorised by:**

**Name:** Dan Carlin  
**Position:** Business Director  
**Date:** 18<sup>th</sup> December 2017  
**Signature:**