



## Security and Counter Terrorism policy

This Policy is to outline CA group commitment to raising awareness to employees of the threat of terrorism and to underline the importance of being vigilant and paying attention to security.

This Policy is to be issued to all employees at CA Group.

The company works in various locations within the UK. The main areas include London. Due to the threat level drivers are required to complete the Security and counter terrorism e-learning module every two years.

We are committed to:

- Ensuring that employees receive the appropriate training
- Identifying security improvements that may be required and ensuring existing measures are adhered to
- Ensuring that this policy and the associated procedure is reviewed and approved yearly by the Director
- A safe working environment

Driver Responsibilities:

- To ensure the vehicle is secured, and to report any issues with locks or security of the vehicle to the Transport Manager
- To report any suspicious or criminal activity to the police by calling 999
- To be aware of their surroundings and recognise unusual behaviour
- Ensuring that rear doors and side doors are locked at all times even whilst driving.
- Drivers will ensure that their vehicles are secured, including side and back doors.
- Ensuring that keys are kept in a safe place whilst the vehicle is not in use.
- To complete Security and Counter Terrorism e - learning training every two years.

This policy will be issued to all employees within CA Group.

This policy will be updated yearly, unless the terror threat changes in which appropriate training and action will be carried out to reflect the new guidance.

Counter Terrorism Hotline: 0800 789 321

CA Security & Counter Terrorism Champion: Colin Richardson

Date: 05<sup>th</sup> May 2026

James Amos

Managing Director

Approved by the Director on 10<sup>th</sup> May 2025

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