**Office Security Policy**

Agreed by on

Date for next check:

The Board needs to make sure people work in a safe place.

We need to make sure that people cannot get into our workplaces if they:

* might steal
* might hurt someone
* might look for confidential information

Everyone needs to follow this policy.

Everyone needs to help keep their workplaces safe.

**Keeping equipment and possessions safe**

You are responsible for the organisation’s equipment when you use it.

You are responsible for your own possessions.

You must report any thefts or losses or breakages immediately to the Business and Finance Manager.