

Operational Security/Counter Terrorism Policy

MJ Hughes LTD wants to ensure that our vehicles and drivers are kept safe at all times on the road, thousands of trucks are stolen every year in the UK, whilst there is also a disturbing rise in the use of HGV vehicles in terrorist related attacks, costing lives and also insurance companies up to £1 billion a year. We believe that we can help prevent theft or crime against the company and our employees while reducing the risks of our vehicles being used for terrorist activities by using the following procedures:

- All new employees are to have a proven Employment history for at least 5 Years (Unless a recent school graduate)
- All Drivers of HGV vehicles will have necessary qualifications/licence and have completed the driver assessment
- All drivers must complete FORS Security/Counter-Terrorism online training module before being allowed to drive for the first time.
- Keep the vehicle keys on your person at all times when not in control of the vehicle, when the vehicle is left unattended ensure all doors windows or other means of entry to the vehicle/trailer are secure.
- When transporting heavy plant ensure the vehicle is secure and the keys are on your person before leaving un-attended
- Do not leave any personal belongings on show, such as sat navs, mobile phones, bags and money. Place all your items under the seats or in the lockable glove box.
- When parking the vehicle take notice of your surroundings and check to see if you are in view of any CCTV cameras, this will help capture or deter any thieves.
- Be aware of criminal traps, thieves will try and stop drivers while they are driving or delivering by using several various tricks. These include staged accidents, impersonating police officers or officials and pretending that there is a problem with your vehicle such as trailer doors being open.
- Always ensure your load matches your paperwork and do not attempt delivery/collection at alternative addresses
- Always be vigilant and check your surroundings, if you do not feel comfortable or things don't appear to be correct do not proceed
- Only stop for marked Police/DVSA vehicles with uniformed occupants. If in doubt, ask for identification.
- Should a security or terrorist related incident need escalating to the emergency services the following telephone numbers will direct you.
- **Call 999**-Speak to Police and Report your suspicions
- **Call 101**- For Crimes which do not require an emergency response
- Call the anti-terrorism hotline on **0800 789 321** to report an immediate threat to life or property
- Feel free to speak to Counter-Terrorism Champion Liam Bennett if you feel the company can do anything to improve the safety and security of you and your vehicle.

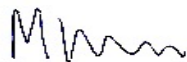
We ask you to stay vigilant at all times and please report any suspicious behaviour to the police (999) and or to the office.

Failing to adhere to these rules will lead to disciplinary action or termination of contract. This policy will be kept under review to ensure that it continues to meet its aims.

We will also confirm the presence of these arrangements to our supply chain partners.

The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of work related road risk.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.



Michael Hughes
Managing Director