

Staff Search Policy

Last Reviewed: June 2026

Purpose of the policy

This policy sets out:

- the situations in which the Tudor Griffiths Group will look to perform a search of an employee and/or their possessions/other spaces they occupy
- the procedure of how a search will take place
- the types of searches that the Tudor Griffiths Group can carry out
- what will happen if an employee refuses a search

Scope of the policy

This policy applies to all:

- employees, including those who work part-time or on fixed-term contracts
- contractors, agents and other third parties working on behalf of and/or representing the company

Roles and responsibilities

At Tudor Griffiths Group:

- This policy will be reviewed annually, or sooner where required, to ensure it remains compliant with legislation and reflects current organisational practices.

Who performs the search

At Tudor Griffiths Group, a staff search is performed by your manager or an appointed person who has been asked to perform the search.

A list of those who can perform a staff search at Tudor Griffiths Group can be found via your manager

Recording a search

Tudor Griffiths Group will make a record of each search it performs. The records of searches will be kept on the employees file, and the following details will be recorded:

- the date and time of the search
- who was searched
- who performed the search and who else (if anyone) was present
- details of what was searched
- the findings of the search
- the next steps (if any) or if no further action will be taken

The record of the search will be signed by both the employee performing the search and the employee being searched.

What a staff search could include

The Tudor Griffiths Group, at its discretion, may perform:

- a personal search of an employee
- a search of an employee's vehicle
- a search of an employee's bag/coat
- a search of an employee's desk, locker or other work-related spaces
- a search of electronic devices or IT systems

Personal searches

Before a personal staff search, the employee performing it will:

- outline the reason for the search
- confirm that a record of the search will be made
- say what will be searched and what the employee being searched will need to do – for example hold their arms out or remove/move an item of clothing
- ask the employee being searched if they want someone present during the search

The search will then be carried out and recorded.

Vehicle searches

The Tudor Griffiths Group may carry out a search of:

- an employee's personal vehicle
- a company vehicle that an employee uses

At the start of a vehicle search, the employee performing the search will:

- outline the reason for the search
- confirm that a record of the search will be made
- ask the employee to move the vehicle to an appropriate place (if it is not already) so the search can be carried out
- ask the employee to provide them with the keys
- ask the employee if they want someone present during the search

Where a search of a company vehicle is performed, the employee that uses the vehicle will be present when the search is done. However, there may be certain circumstances where the Tudor Griffiths Group authorise a search to take place in the absence of the employee.

Bag/coat searches

Where a bag/coat search is performed, the employee that owns the property will be present when the search is done. However, there may be certain circumstances where the Tudor Griffiths Group authorise a search to take place in the absence of the employee.

Work-related spaces

Work-related spaces include:

- an employee's desk
- an employee's locker

Where a work-related space search is performed, the employee that uses the space to be searched will be present when the search is done. However, there may be certain circumstances where the Tudor Griffiths Group authorise a search to take place in the absence of the employee.

Electronic devices or IT systems

Electronic devices and IT systems include:

- laptops
- desktop computers
- company tablets
- company mobile phones

Where an electronic device or IT system search is performed, the employee that uses the device/system to be searched will be present when the search is done. However, there may be certain circumstances where the Tudor Griffiths Group authorise a search to take place in the absence of the employee.

When a staff search might be performed

A staff search most is likely to be performed as part of a misconduct investigation. The Tudor Griffiths Group may feel it is necessary to perform a staff search to corroborate allegations or suspicions.

Where a staff search will be performed

As far as reasonably practicable, staff searches will be done privately or at times with as few employees present as possible. This is to ensure the dignity of the searched employee is retained.

Refusing a staff search

It is the Tudor Griffiths Group's policy that employees consent to a search. Refusing a search may be treated as misconduct and pursued under the Tudor Griffiths Group's disciplinary policy.

If an employee does refuse a search, they will be asked why. The employee who is to perform the search will try to resolve any issues relating to the search refusal. If the issues can't be resolved, the reasons for refusal will be recorded and the matter will be referred back to the person who requested the search.

Search discoveries

If the search reveals either prohibited items being brought into the workplace, or items being taken without authority, the Tudor Griffiths Group will refer the matter to Senior Manager of the employees Division.

If the employee is found to have done either of the two incidents described above, they may be suspended pending a disciplinary investigation.



Signed

Date

June 2026

(on behalf of the Company)