



# Physical Security Procedures

**Aim:** It is the policy of Oden Services UK Ltd to provide a professional service focused on protecting the client's IP based on solid business practices whilst working to a robust framework.

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## **Chain of custody.**

- In the case that a client supplies an asset list it is to be checked onto Oden's vehicle.
- Vehicles are satellite tracked and monitored from Oden HQ
- Unloading of vehicles is to be carried out in Oden's premises under CCTV surveillance.

## **Internal procedure.**

- Where physical destruction is required it will be done immediately

## **Staff**

- All staff including directors are subject to DBS checks.
- No Bags to be allowed in the warehouse
- Mobile phones have to be locked in lockers. In case of external emergency you are advised to notify relatives of Oden's main number.
- Bags and belongings to be held in Andrew's office in locked lockers, managed only by Andrew.
- Staff have been informed random bag checks will take place.
- Drivers are aware that diversion from route and unauthorised stopped are monitored by alerts from tracking system.
- Taking equipment from the building will be classed as theft. This will be classed as gross misconduct followed by immediate dismissal. All thieves will be prosecuted.

Paul Seward  
Managing Director