**Employee Search Policy**

***\* Add/delete іnfоrmаtіоn in brасkеtѕ as аррrорrіаtе***

**Aims:**

* Understand what our procedures are for searches
* Know the different stages of the Procedure

[The Business] aims to build and maintain a relationship with its employees that is characterised by mutual trust and respect. Whilst the vast majority of employees are trustworthy, there may occasionally be employees who do not maintain the same high standard of [something]. It is important that these employees are correctly identified in order to preserve the relationship that the Company enjoys with trustworthy employees.

If it is necessary to search an employee, the company will follow the following procedure. Acceptance of and compliance with this procedure forms part of every employee’s contract of employment.

**Company search procedure**

The Company reserves the right to carry out personal searches of employees or any of an employee’s property held on Company premises at any time if the Company has reasonable grounds to believe that its Alcohol and Drug Abuse Policy is being or has been infringed or that an employee has committed a criminal offence.

All searches will be authorised by << e.g. line manager >> in advance.

Where an employee is required to submit to a search, the following procedure will be used:-

1. The search will be conducted in a private room.
2. The employee may be accompanied by a colleague provided that the colleague is available without unreasonable delay.
3. The search will be conducted by a [senior manager/security officer]. The employee may request that the person conducting the search be of the same sex as him/herself.
4. The search will be witnessed by [another senior member of the management team]. The employee may request that the witness be of the same sex as him/herself.
5. A written record will be made of each search, including:

* The time and date of the search;
* The reason for the search;
* Names of those present;
* The outcome of the search;

and will be signed by all parties present.

1. Failure to consent to a search without reasonable justification may be treated as a disciplinary matter and will be dealt with in accordance with the Company’s disciplinary procedure.
2. Where an employee is found to be in possession of prohibited substances, or there is evidence to suggest that he/she has committed a criminal offence, he/she will be suspended on full pay pending a further investigation, which may result in disciplinary action, including dismissal.
3. The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on Company premises or with regard to any other criminal offence.