



BUILDING AND SITE SECURITY POLICY

Providing a secure working environment, resilient to malevolent forces is critical to the success of the Costain Group and the security of our critical national infrastructure. This Policy is a declaration of the Costain Board's expectations for all employees, partners, and suppliers in relation to maintaining safe and secure buildings/sites.

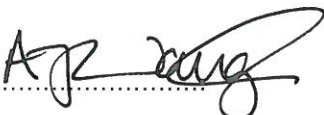
Cyber security matters are covered in our [Information security and data protection policy](#) and should be read in conjunction with this policy. Additionally, the Costain [Business continuity management policy](#) sets out the principles for ensuring business continuity in the event of an incident.

The Costain Board recognises that secure operations are dependent upon employee participation, commitment, and accountability. The Costain Board are committed to maintaining the highest appropriate levels of security for our offices and sites to prevent unauthorised access, whilst allowing authorised persons to go about their business.

To ensure a secure working environment is maintained, building and site operations **must** adhere to the following minimum expectations:

- A current risk assessment of the building/site is in place
- A building/ site security plan is in place, detailing risk mitigation actions for all identified risks
- An up-to-date incident response plan is in place to respond to all incidents rapidly, effectively, and appropriately
- All incidents of unauthorised access are notified immediately to the local incident response team and reported to the police
- All security incidents are recorded and reported in a timely fashion to ensure lessons learnt are appropriately captured
- Only security providers listed on the 'Approved Contractors Scheme' of the Security Industry Authority (SIA) are to be used
- Only authorised people (i.e., those with a legitimate purpose) have access to the building/site
- People who have nominated responsibilities for security matters must be trained to the appropriate levels of professionalism and integrity as demanded by our [Health and Safety](#) and [People](#) policies.

Compliance to this policy and our security procedures is monitored by our internal audit process and reported to the Board. This policy will be reviewed annually to ensure continuing suitability, adequacy and effectiveness of managing building and site security within Costain.

Signed: 

Date: 04/01/21.

A Vaughan (Chief Executive Officer)

Business Owner: J York