



## Overview

WYG is committed to mitigating the risks of harm to our employees and others who may be affected by our business activities. This includes securing the Group's assets from loss, damage and theft, and maintaining effective controls for the confidentiality and integrity of employee, client and stakeholder information.

We achieve this through our Security Statement, our General Security Policy and by maintaining a range of supporting Security Guidelines. This is supported by:

- Specific security planning
- Compliance with relevant legislation and regulations
- Clear ownership and accountability of the security process
- Robust program of testing, review and update
- Continued evaluation of threats and risks to our business activities
- Training our employees on how to deal with potential threats and risks

We look to fulfil, and where possible exceed, our legal, regulatory, and contractual obligations.

A handwritten signature in blue ink, appearing to read 'Douglas McCormick'.

Douglas McCormick

Date: 28<sup>th</sup> August 2019

Reference	SHEQ-POL-005	Title	Group Security Policy
Owner:	President WYG	Version:	5
Date of last review:	31 October 2019	Date of next review:	31 October 2020



## Scope

This policy applies to all WYG employees, associates and sub consultants engaged in work for WYG. Where required, the policy is communicated to visitors, sub-contractors, agency workers, JV partners, temporary staff and clients with additional information or training provided as appropriate

## Objectives

To establish a security conscious environment in which our people can work safely and securely which provides the highest level of confidence to our clients.

To make sure that:

- WYG's employees, associates know where to obtain guidance and information on security issues.
- An appropriate Duty of Care is in place.
- Control and accountability are in place.
- A companywide security culture is established and maintained.
- Security risks, threats and vulnerabilities are properly identified, assessed, recorded and managed in line with industry best practice and business expectations.
- Security policies, guidelines and architecture are aligned with WYG business objectives.
- Safeguards to reduce risks and exposure to risks are implemented and maintained.
- Incident reporting procedures that are clearly understood by all are in place.
- The roles and responsibilities of those individuals with security responsibilities are clearly defined and understood.

## Security of *our* People

WYG operates a zero-tolerance policy towards violence and aggression directed at our people and those for whom we may have responsibility. We will not tolerate violent or abusive behaviour towards our people or those acting on our behalf. We will do all we can to ensure the safety of those affected. Because violent or abusive behaviour is a criminal offence, we will work with the relevant authorities to make sure that appropriate action is taken to prosecute offenders.

**Information Security** Typically, information includes:

- administrative, personnel, operational and financial data;
- coding and incident data
- computing, network and database systems
- project controls, methodologies, reports and analysis
- publications and references.

It exists in many forms: it may be printed or written on paper, stored electronically, transmitted by post or by electronic means, shown in presentations, designs plans, or spoken in



conversation. Whatever form the information takes, or means by which it is shared or stored, it should always be appropriately protected as far as is reasonably practicable.

We manage this through a detailed Information Security Framework which must be adopted in conjunction with existing IT systems, Infosec Data Protection procedures, policies and guidelines.

## **International Working**

We will provide a Duty of Care to our people when they are conducting their work on the international stage. Details are contained in our Overseas Working Guidance, which is to be used in conjunction with our existing travel, safety and security policies and procedures.

Achieving compliance with the Overseas Working Guidance is the combined responsibility of the individual travellers, the Project Director/Team Leader/Project Manager and our designated travel co- coordinators and Travel Team.

We have invested heavily in the services of a number of third-party specialist providers. They will supply:

- independent and business specific information on endemic and emerging risks
- advice and guidance on appropriate risk mitigation measures
- travel tracking
- health and safety compliance monitoring
- an integrated medical and security response capability which is backed by our insurers.

If required, further security mitigation can be put in place through these suppliers in order to support employees and the business.

## **Security of Assets Section**

### **Access to premises**

WYG premises have a range of physical security controls dependent on their location and the nature of the work they are undertaking. This is in order to:

- Create a safe and secure environment for our people to undertake their normal day to day activities.
- Prevent unauthorised access to non-public areas with attention paid to any area that is designated as a 'Secure Area'.

### **Equipment Protection**

Any employee, wherever their workplace or geographical location, should make sure that they take appropriate precautions to secure company information, personnel information and property at all times.

## **Training**

Security and awareness training will be provided to all staff members, ranging from initial induction to bespoke training based on their specific operational requirements. This is delivered using a range of tools which includes eLearning and face to face. Typically, this could range from Office Security to Hostile Environment Awareness Training (HEAT).



## **Support**

For support or guidance on security related issues please contact either:

Helen Phillips, Group SHEQ Partner (UK Security)

Tel: +44(0) 785 506 0975

Email: [helen.phillips@wyg.com](mailto:helen.phillips@wyg.com)

*Or*

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