

# Security Responsibilities Policy



## **1. Purpose of the Policy**

*ABC Company* management is responsible for leading development and training for workplace security policies, but employees are responsible for maintaining these policies. A safety policy is only effective if it is understood and practiced by everyone. When workplace security is a shared responsibility, the workplace is safer and more effective for everyone.

## **2. Comprehension**

*ABC Company* management will develop workplace security policies and implement employee training programs for these policies. Employees themselves are responsible for ensuring they participate in and benefit from workplace safety training, coming away with a clear understanding of all procedures. If an employee does not understand or get adequate information about an aspect of our safety policy, they are responsible for approaching their supervisor to get clarification on the issue.

## **3. Awareness**

No one knows a workplace better than its employees – so *ABC Company* employees are encouraged and expected to take a key role in identifying and resolving workplace safety concerns by being vigilant and aware of the execution of workplace security policies. In the event of hazardous activity, they must follow security procedures and report incidents. Employees should attend all safety training sessions and feel ready at all times to carry out safety procedures in the event of a workplace safety incident.

## **4. Personal Workspace**

Employees are responsible for their own personal area in the workplace. They must ensure the workspaces they are responsible for are maintained to comply with security and safety standards. Personal effects in the workplace must not pose security or safety risks. For instance, if a plant on your desk blocks a security camera or poses a physical safety hazard by being placed somewhere high up, it must be moved.

Employees are responsible for using prescribed personal safety equipment.

## **5. Cooperation**

All employees must respect *ABC Company* security procedures at all times to ensure they are effective and consistent. Remind and encourage coworkers to follow safe work procedures, and cooperate with them on matters of workplace health, safety and security.

## **6. Questions or Concerns**

Consult *ABC Company's* safety policy for information on safe work procedures. Ask your supervisor if you are unsure of your responsibilities, or if you have any further questions about this policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*President/CEO*

*The ABC Company Policy on Employees' Security Responsibilities* should be consulted whenever there are concerns about how employees are responsible for maintaining safety in the workplace.