



Report accidents incurred by employees and any third parties to a Director and ensure that if they are the injured party - they or some other person acting on their behalf enters details into the Accident Book. Employees are required to read the Notice Boards and to observe instructions posted there. Such Notices will be presumed to have reached the employee. The Company's health and safety information is the staff handbook.

### **Right to Search**

The Company reserves the right to request to search employees, their vehicles and belongings whilst at work and when entering or leaving company or customers premises.

### **Dress & Appearance**

The Company provides all employees with a uniform. Uniforms must be kept clean and smart at all times; the Employee is responsible for this. Unless specifically directed, all duties will be performed in uniform clothing supplied or approved by the Company.

### **Confidentiality & General Data Protection Regulation (GDPR)**

The Employee is aware that during their employment, you may be party to confidential information concerning the Employer and the Employers business. The Employee shall not, during the term of employment, disclose or allow the disclosure of any confidential information (except in the proper course of your employment). After the termination of this agreement, the Employee shall not disclose or use any of the Employer's trade secrets or any other information which is of a sufficiently high degree of confidentiality to amount to a trade secret. The Employer shall be entitled to apply for an injunction to prevent such disclosure or use to seek any other remedy including, without limitations, the recovery of damages in case of such disclosures or use.

All personal information, whether held on computer, paper or other media, will be obtained, handled, processed, transported and stored lawfully and correctly, in accordance with the safeguards contained in the GDPR. Company follow all principles contained in the GDPR

### **Receipt Acknowledgment**

I have read and understood the contents of this Contract of Employment and agree with the terms and conditions. I acknowledge receipt of this Statement. I have been shown the Employee Handbook. I confirm that I have read the Statement and the Employee Handbook which set out the principal rules, policies and procedures relating to my employment and written contract of employment.

Signed by the employee: \_\_\_\_\_

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

Signed for and on behalf of **Royel Security Ltd**

Signed by the Employer: \_\_\_\_\_

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