



October 2021

Searching Employees Policy

Policy

In view of the fact that employees may have access to cash and confidential information in the course of their employment, the organisation reserves the right to require employees to agree to have their personal bags, vehicles and/or outer clothing searched on request.

This policy forms part of every employee's contract of employment.

Procedure

Managers must obtain authorisation from Julie Partridge for each and every search.

Before any search is undertaken, the employee will be asked to sign an authorisation form, giving their consent to the search.

A witness should be present during any search to safeguard the position of the employee and the searching officer.

An employee who refuses without good reason to give agreement to a search may face disciplinary action for refusal.

If any property belonging to the organisation is found on the employee concerned (or in their vehicle), then a senior manager should immediately be called. A statement will be taken from both the employee and the searching officer.

Following such a finding, the senior manager will make a decision about the action to be taken. In most cases, disciplinary action will be instigated against the employee.

Should the actions of the employee amount to a criminal offence, the manager should consider whether or not to involve the police in the matter.

A copy of the search authorisation form should be kept on file and a copy given to the employee. All records must be held confidentially and in accordance with the Data Protection Act 2018.