

## **Security Policy**

Nottingham News Centre CIC acknowledges our duty of care to our staff, volunteers and partners. We have a responsibility to protect people, staff volunteers, premises and assets.

We follow relevant UK laws and standards, as well as ensure we follow local legal compliance. To ensure we address cultural, gender and equality issues sensitivity, we will adapt security procedures and processes to take account of local, national and international expectations.

### **Scope and Purpose**

Nottingham News Centre has established this Security Policy to ensure the safety of all employees and volunteers. This policy will be implemented in all premises and workspaces (remote or otherwise) owned or controlled by Nottingham News Centre CIC and is applicable to all staff, volunteers and partners working with Nottingham News Centre.

Nottingham News Centre CIC aims to ensure that all staff and those who work with Nottingham News Centre foster an attitude of good practice and co-operation in order to achieve appropriate standards of security.

Nottingham News Centre is committed to:

- Maintaining good practice in relation to security.
- Monitoring and reviewing its security systems and processes to ensure their suitability, adequacy and effectiveness.

- Providing suitable and sufficient information, instruction, training and facilities to ensure all staff/ stakeholders are aware of and equipped to carry out their security responsibilities competently, and in line with our standards, protocols and procedures.
- Ensuring that those contracted to Nottingham News Centre CIC are aware of and satisfactorily discharge their security roles and responsibilities.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

Nottingham News Centre CIC will review this Security Policy as necessary to reflect new legal and regulatory developments and ensure good practice.

This Security Policy was approved by the Board of Directors & Stakeholders

April 2023