Security Management Policy and Code of Conduct

ADR Carriers Ltd
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Introduction

ADR Carriers Ltd is committed to maintaining the highest standards of security and professional conduct in all operations. This policy outlines the responsibilities, guidelines, and code of conduct that employees, contractors, and partners must adhere to while representing the company.

1. Scope

This policy applies to all employees, contractors, and visitors of ADR Carriers Ltd, including those handling hazardous materials, interacting with customers, or accessing company facilities and systems.

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2. Security Management Policy

2.1. Access Control

- **Employee ID:** All employees must display valid company identification when on-site or representing the company.
- **Facility Access:** Access to secure areas is restricted to authorized personnel. Unauthorized entry will be subject to disciplinary action.
- **Digital Security:** Employees must use company-provided credentials to access IT systems. Sharing passwords is strictly prohibited.

2.2. Transportation Security

- Drivers must conduct pre-departure vehicle inspections to ensure no unauthorized modifications or security breaches.
- All shipments must be properly documented and sealed, with any discrepancies reported immediately.
- Only authorized routes should be followed, and deviations must be logged and justified.

2.3. Incident Reporting

- Security breaches, suspicious activities, or unauthorized access must be reported to the Security Manager within 24 hours.
- In case of emergencies, employees must follow the company's emergency response protocols.

3. Code of Conduct

3.1. Professionalism

- Employees must act with integrity, honesty, and transparency in all interactions.
- Behavior that could harm the company's reputation, including harassment, discrimination, or dishonesty, is prohibited.

3.2. Handling Hazardous Materials

- Employees must adhere to all regulations concerning the transport and handling of hazardous materials.
- All staff must complete regular training on hazardous material protocols and safety measures.

3.3. Confidentiality

- Sensitive company information, including customer data and security protocols, must not be shared outside of authorized channels.

3.4. Substance Use

- The use of alcohol or drugs while on duty or operating company equipment is strictly prohibited.

3.5. Environmental Responsibility

- Employees must comply with environmental regulations and company policies to minimize the environmental impact of operations.

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4. Training and Awareness

- All employees will undergo initial and regular refresher training on security protocols and the code of conduct.
- The company will provide specific training for handling hazardous materials and responding to emergencies.

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5. Disciplinary Measures

- Violations of this policy will result in disciplinary actions, up to and including termination of employment or legal action.
- ADR Carriers Ltd reserves the right to amend this policy as needed.

Acknowledgment

All employees, contractors, and partners must acknowledge and adhere to this policy. Signed acknowledgments will be retained in personnel files.

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Review Date: 01/12/2028
Approved By: Stuart Dargue

For any questions or clarifications, contact **hazload@adrcarriers.net**.