



SECURITY POLICY

General Policy - Balbriggan

FMW Recycling recognises its responsibility to ensure, in so far as is reasonably practicable, the security of the property and information of its employees, customers and suppliers who may be affected by its operations.

The Company fully recognises its obligations to provide:-

- Physical security in its offices, warehouse and yard areas through the use of computer access control of the building and internal areas, an alarm system and CCTV.
- Security of personal information under the Data Protection Act 1998 and the Data Protection (Amendment) Act 2003.
- Secure destruction of waste products in line with customer requirements
- A tracking system for incidents involving breach of security and a corrective action process
- A guarantee of non-disclosure of confidential information
- Training in all aspects of security
- A competent resource in the form of independent experts external to the Company where the requisite expertise is not available in-house, to advise and assist in complying with security good practice and legal requirements.

It is Company policy to comply with legal requirements as a minimum standard and with relevant codes of practice and guidelines where appropriate.

The application of this policy is supported by the Company Handbook, which is given to all employees, standard operating procedures and appropriate education and training.

Customer Sites

FMW Recycling employees operate under the security policy of its customers while working on their sites.

The Company fully recognises its obligations to:-


- Provide physical security in the customers confidential and proprietary waste documents, media and products, as defined by the customer, on site and in transit
- Comply with any special training requirements of the customer

Policy updates


This policy statement will be reviewed at least once a year and revised as necessary to take account of legal and technological changes in work practices. Any such revisions will be notified to all employees.

The statement is available to our employees, customers, suppliers and outside contractors.

Signed: Cathal Delaney
Managing Director


Signature: _____

Signed: Joe Dunne
Operations Manager


Signature: _____

Date: 12 September 2007