

Security Manual 2016



CONFIDENTIAL

1. Security Policy

It is the stated policy of Rutges Cargo Europe BV to provide at all times, a safe and secure freight and cargo service with compliance to GDP guidelines to our customers. Inherent in this policy is the requirement to at all times implement best security practice surrounding the movement of our customer's product and to advise our customer of any and all risks that might affect the safe and secure transit of their (pharmaceutical) freight by road. In pursuance of this policy and in response to the increasing attacks on high value & high risk freight in transit, Rutges Cargo Europe BV has developed a multi-layered security strategy to meet the needs of our customers and to satisfy demands in the marketplace for a security and risk management-enhanced response. As part of this security enhanced service, Rutges Cargo Europe BV has put in place a series of measures and programs to increase the security profile of our distribution flows. These measures include but are not limited to; security awareness training, anti/counter surveillance and robbery response training, GDP Training, seal recording and control, pre-employment screening of all employees and GPS satellite tracking of the fleet. This strategy and its attendant security procedures are collectively known as the Rutges Cargo Europe BV Advanced Risk management System (ARMS).

This security policy document is part of Rutges Cargo Europe BV Company Mission Statement to be the Security Enhanced Transport Service Provider in the European market place.

In providing a value-added response to the security needs of the marketplace, Rutges Cargo Europe BV has worked to meet the present and future threats to our customers product with measures that are both proven, innovative and cost-effective.

It is the stated policy of Rutges Cargo Europe B.V. that Security Transport is not outsourced to subcontractors.

1.1 Security Objectives

1.1.1 To protect employees, our customers, the general public and other commercial associates from foreseeable security hazards or risks.

1.1.2 To provide staff with the information and instruction, training and supervision required to protect themselves from security risks at work within TAPA TSR 1 & GDP guidelines.

1.1.3 To develop security awareness and individual responsibility for security among employees at all levels.

1.1.4 To review and revise this policy as required by changing threat or business environments.

1.2 Security Policy

The company will ensure that adequate security measures are taken to safeguard employees and Company assets from assessed risk. This includes the regular review and maintenance of security equipment and systems, guarding by the most appropriate method and adequate training of security personnel and employees.

Employees have a responsibility to comply with security instructions laid down by the employer.

This policy also serves to make security a matter of concern for everyone. By providing the opportunity and means for individuals to make known their point of view, to help identify problems and take an active part in resolving them by putting forward their suggestions for improvements.

The Management of Rutges Cargo Europe BV regards security of company assets and employee safety as the most important part of the management function. To that end, the Operations Director has been appointed and tasked with the implementation of this policy and its attendant procedures. This role will also include the monitoring and review of all aspects of Company Security policies and procedures and the making of recommendations where necessary to improve existing levels of security.

1.3 Reporting of Security Incidents

All incidents (even minor ones) which occur in the course of employment must be reported promptly. Employees will make all such reports by completing the appropriate form, which may be obtained from the Planning Office and return same to the Operations Director.

Planning notices that shipment is not traceable/lost and cannot be found in the system Immediately a Missing Freight Report is issued and along with all available and relevant information forwarded to the Operations director, other related Managers and customer. Customer, or its agent, has the right to oversee and participate in the incident investigation.

Planning keeps contact with driver and makes sure all shipment documents are gathered and handed to the Operations Director for further investigation.

Operations Director shall investigate the conditions under which the load is lost or missing and keeps management informed about the progress of the investigation. Investigation results will be reported to the client in writing (email). If the load within 24 hours cannot be tracked, the Operations Director issues a Lost Freight Report. This is immediately disseminated to all relevant manager and customer. This report includes all available and relevant information on the shipment, copies of accompanying documents and results of investigation by the Operations Director.

1.4 Policy Responsibilities

Each Manager will be responsible for ensuring insofar, as is reasonably practicable, that all security requirements in relation to his particular area of responsibility are fully observed and implemented.

Managers will also be responsible for the drafting of written procedures documenting any necessary changes to security arrangements. Any such changes must not breach the companies overall security envelope.

1.4.1 The Operations Director will regularly review and make recommendations to the relevant manager in relation to changes or improvements in security as necessary resulting from changing business practices.

1.4.2 The Operations Director will regularly issue all new and amended Security Policy and Procedure Statements and maintain a record of recipients.

1.4.3 The Operations Director and Managing Director has overall responsibility for ensuring that this policy is effectively maintained.

1.4.4 The responsible person (RP) for GDP is Rolf Kramer from Quality Compliance & Legal Affairs, he is authorized to take decisions with regards to his responsibilities.

1.5 Exceptions

Because the organization only transports Pharmaceutical goods and does not provide any warehouse facilities for these type of goods, they can exclude several sections in the GDP guidelines, concerning 3.1, 3.2, 5.5, 5.7 and 5.9. Hereby must be noted that during transport these sections must be kept in mind at all times.

Exceptions to the policy and procedures contained herein can only be made with the express approval of the Managing Director and Operations Director who will normally seek the advice of the Security Planner and Responsible Person, prior to such approval.

Date: 3-2-2016
Name: Joris van der Wansem
Function: Operations Director

Signature:

