



## **Terrorism Policy**

### **Introduction**

The topics of Terrorism and Extremism are closely linked with Vehicle Security, and it is for this reason that Vehicle Security will be combined within this policy.

### **Why do we have a counter terrorism and Extremism policy?**

The modern world can feel like an increasingly dangerous place. The use of vehicles as a weapon to injure and kill people is a real threat, which means people who operate and drive commercial vehicles need to act.

In today's modern society there are certain organisations and individuals who by way of extreme violence and coercion wish to inflict their beliefs on society. The importance for organisations to have a counter terrorism policy follows the disturbing rise in the use of commercial vehicles in terrorist- related incidents.

In 2017, 14 people were killed in London in three separate attacks where a commercial vehicle was used as a ramming device, otherwise known as a Vehicle as Weapon attack (VAW). Across Europe, Vehicle as a Weapon attacks (VAW) have had an even greater impact.

Between 2016 and 2017, four attacks resulted in the deaths of 126 people.

The rise in terrorist attacks resulted in the current threat level in the UK being set at 'Severe' meaning an attack is highly likely. Consequently, VAW remains a likely attack methodology for the foreseeable future.

It is with this in mind that **CSC Fleet Services Ltd** has taken upon itself to ensure that an Extremism and Terrorism Policy is in place to protect its employees and contribute to the protection of the public and society in general.

This policy is the commitment of **CSC Fleet Services Ltd** and applies to all staff, including senior management.

The policy identifies the areas of concern that **CSC Fleet Services Ltd** has identified and therefore the policy is supported by procedures and there are a series of steps for employees to follow that ensure a consistent approach to accomplish a more secure society. During your day at work and also when off duty you, as an individual can contribute to public safety always remember

**See something, say something – report it!!**

### **Recognising Threats**

Before we can decide on what actions to take, we must first understand the threats and how they can affect **CSC Fleet Services Ltd** and their possible source. There are 5 levels of threat in the UK





**There are 2 main threats, Direct & Indirect.**

**Direct Risk Assessment required**

We need to consider why, when, in what circumstances within our operations **CSC Fleet Services Ltd** employees or equipment's can be directly in harm's way.

- When we move vehicles and trailers for maintenance they could be used by terrorists, do we take additional precautions? - Process required
- What information about our organisation is readily available to the public? – process media control of content
- How careful are employees with equipment that might contain sensitive information i.e. Mobile phones, tablets, laptops, social media? process media control of content
- Is our organisation associated with a high-profile individual(s), through visitors, sponsors, contractors or a contentious area of work? Process required
- How aware is our organisation about the current terror risk in the area(s) you operate?
- How vulnerable are our vehicles to being stolen or exploited to aid terrorist objectives? Process required etc

**Indirect Risk Assessment required**

Indirect threats arise where CSC Fleet Services Ltd or its employees are not the target, but we are dealing with the consequences.

- We may be indirectly impacted by terrorism because:
- We are operating in high-risk areas which are likely to be targeted
- Our IT networks react to the sudden emergence of a new virus or hackers.
- Stolen vehicles or loads may finance terrorist activities etc

**Identifying vulnerabilities Risk Assessment required**

So, who in CSC Fleet Services Ltd is vulnerable and when?

People Process & Method statements required, we have 3 areas where people can be affected:

**Internal.**

Our office staff are at risk and must maintain vigilance when at work.

It is possible that a terrorist enters CSC Fleet Services Ltd premises for the purposes of causing harm or theft.

Staff should be constantly observing who is on the premises reporting anything they find suspicious if they feel it is something they cannot action themselves.

**External**

Drivers and staff travelling on duty tend to lone workers.

Those working in this environment should maintain an extra high level of vigilance.

**Visitors.** Process required,

CSC Fleet Services Ltd will ensure that visitors to our site(s) will be identified and authorised but also supervised on site.

Anyone visiting CSC Fleet Services Ltd premises should be appointment only, however there may be circumstances where we have unexpected visitors, all visitors should be asked for identity and the reason for their visit, and they should be accompanied throughout their visit.

When a visitor leaves CSC Fleet Services Ltd premises staff should be observant that they take away what they bring.

CSC Fleet Services Ltd has a duty of care towards visitors to our site if an event takes place, we must ensure that visitors are taken care of.

We have Physical assets that can be affected or utilised:

Vehicles Process & Method statements required,

How vulnerable are our vehicles to being stolen or exploited to aid terrorist objectives?

- All staff when driving vehicles, for work or privately, should take care when parking or driving a vehicle. CSC Fleet Services Ltd drivers should only park in secure areas, doors should always be locked to prevent unwanted entry or theft of the vehicle.



- Routes should be decided before a journey begins.
- Regular checks on the load and its Security should be made prior to and during the journey.
- Drivers should carry out a 1st use check of the vehicle when commencing their shift, it may be that the vehicle or load has been tampered with so that failure occurs during the journey causing road congestion, delay for motorists or distraction and use of emergency resources from an area.
- Offices Process & Method statements required
- The offices of CSC Fleet Services Ltd should be secured when vacated at any time.
- Any visitors should not be left alone in the offices. Care should be taken when opening or closing the office at the beginning and end of the day, someone may be watching.
- Best use of CCTV should be taking place.
- Outbuildings should be kept locked when not being used and entry restricted to certain personnel.
- Implementing security measures and procedures
- Training Process required

Ongoing training for all staff is key to understand what is required, their responsibilities and what involvement they will have under various scenarios should they arise.

As an initial step all CSC Fleet Services Ltd staff will complete the Security and Counter Terrorism [eLearning](#) module. Suitable training role related will be arranged along with refresher training and regular security updates.

Recruitment Process & Risk Assessment, Method statements required

Are our recruitment checks thorough and consistent? As a minimum all potential employees should so far as is practicable, have their background checked for possible radicalism, extremism or terrorist connections or sympathies.

CSC Fleet Services Ltd will check:

- Employment history (usually five to ten years)
- Fitness to drive
- Qualifications and licensing
- Ability or eligibility to work

Has the applicant any prosecutions pending or is waiting for sentencing by a court.

Technology process/media control of content/use of passwords/storing of information/Risk Assessment

Staff must take care when using social media platforms that they do not divulge information about themselves or the company where the information could contribute directly or indirectly towards terrorist use. When using IT equipment care must be taken. Our IT networks need to be fully secure to ensure protection of our own assets and information but also to protect against passing on virus or means of hacking into customers or other organisations IT systems.

**Business Continuity plan** Process & Method statements required

CSC Fleet Services Ltd will have a Business Continuity plan to ensure the business behaves in an organised controlled manner when an event arises. It will detail the immediate steps that must be taken by management and employees in an emergency and account for ways to enable CSC Fleet Services Ltd Logistics to return to 'business as usual' as soon as possible.

**Internal & External communication** Process & Method statements required

CSC Fleet Services Ltd will identify the necessary communication paths for identified scenarios and ensure staff are fully conversant in their use. This will extend to agencies outside of CSC Fleet Services Ltd, customers. (Police Fire, Ambulance)

**Counter Terrorism Champion - Mr Andy Hume** is to be the Counter Terrorism Champion, staff can report anything they feel is suspicious to a senior member of staff but, if not possible, they should report it to Mr Andy Hume. This policy will be reviewed by the Counter Terrorism Champion and signed by all directors on an annual basis as a minimum or as new areas are identified or informed to CSC Fleet Services Ltd.