



**Management Systems
Manual
Security Clearance Policy**
Level 1 Manual

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| Reference | MSP 88 |
| Revision | 02 |
| Date | 21/02/2019 |
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It is the Company's intention to have all staff who are eligible for security clearance to be security cleared. This is desirable for all staff and is essential for staff working on sensitive contracts that specify security clearance.

Where allowed by law and by contract, the following clause shall be inserted into all Employment Agreements.

Security Clearance

The Company is engaged in sensitive contracts, some with the UK Government, which may require it to access Government Assets.

The Company has a duty to protect these Government Assets and this duty extends to its employees.

Accordingly, it is a condition of your engagement, and of your continued employment by the Company, that you agree to undergo Security Clearance by Her Majesty's Government. As a minimum, you will need to be approved to HMG Baseline Personnel Security Standard (BPSS) or to any equivalent security level in the future. If you are involved directly in UK Government-facing work, you will need to obtain Security Clearance at the higher, National level (NSV Check) or to any equivalent security level in the future.

If you refuse to go through the Security Clearance process, or if you do not obtain the appropriate level of Security Clearance, or if (during your employment) your Security Clearance is withdrawn, the Company shall terminate your employment immediately and without notice or without payment in lieu of notice.

Signed:  dated 15/1/19

Director