

## **Section 3 - Kelda Group Security Policy**

### **1. Introduction**

It is the policy of Kelda to ensure as far as reasonably practicable:

- The protection of company assets that collectively create, enable and sustain our organisational capability.
- To ensure continuity of our business.
- To minimise business damage by preventing and reducing the impact of security related incidents.

The commitment to achieve high standards in security compliance requires senior management leadership and the commitment and co-operation of all employees.

Successful security management is essential to the business to reduce risk, security incidents and avoidable losses and liability. This Policy and its implementation reflect Kelda's values and will ensure that our business is carried out in a considerate and responsible manner. This in turn will benefit our customers, our employees, our stakeholders and our reputation, whilst also improving our business performance.

### **2. Aim**

In implementing this Policy we will:

- Provide and maintain secure working environments for the protection of employees and other persons affected by Group operations;
- Ensure the security of all Group assets, including data and information, through appropriate physical and electronic arrangements, processes and systems of work and the collective co-operation of all employees;
- Include a demonstrable commitment to the principles of this Policy as a significant factor in the selection process for business partners and suppliers of goods and services;
- Promote awareness of security amongst our staff through communication of policies, standards, practices and guidelines.

### **3. Principles**

#### **Information Security**

Information security will be achieved through compliance with the Kelda Group Information Security Policy framework, which should be read in conjunction with this Policy.

## 4. Actions Expected

### Leadership & Management Responsibilities

Every leader and manager in Kelda Group has a responsibility to carry out the following:

- Understand the security risks held in their area of responsibility;
- Undertake regular reviews of their security controls and procedures;
- Implement and enforce the appropriate security principles, procedures and controls; in order to provide a secure working environment for employees and protection for Kelda Group's information and assets;
- Comply with any relevant regulatory and legislative standards (including Advice Notices), contractual obligations, Asset Standards and Engineering Specifications. Any requests for deviations must be formally submitted to the relevant Security Manager.

### Individual Responsibilities

Strong, effective security can only be achieved with the collective support of every individual within the Group. Without this, all other security control measures can be rendered ineffective.

Every individual in Kelda Group has a responsibility to carry out the following:

- Ensure that security principles, procedures and controls are implemented, followed and operated properly.

## 5. Security Incidents

In order to minimise the risk to personnel and business damage, all security threats, incidents, and breaches must be reported to:

- The Police, if crime is occurring or criminal activity is suspected;
- Relevant line managers;
- The Kelda Security Team, via the centralised reporting method.

### Links

A link to the Information Security Policy is [here](#).

### Version Control

**Policy Owner:** Adam Thompson, Manager of Security & Facilities

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