

## Right to Search Policy- Staff Policy

Whilst most employees are loyal and trustworthy, it is an unfortunate fact that some employees may occasionally be dishonest and attempt to steal the YMCA Brunel Group's property or property belonging to another person.

To counter these potential problems, the YMCA Brunel Group reserves the right to carry out personal searches of employees in the workplace. Searches will be conducted having regard to Equal Opportunities and Dignity at Work and will normally occur on a random basis. They may be carried out at any time whilst an employee is in the workplace. The search of an employee does not indicate that they are under suspicion of any wrongdoing, although the YMCA Brunel Group also reserves the right to search an employee when it reasonably suspects that they have committed a criminal offence or an illegal act.

Physical searches will be confined to requesting the employee to empty out the contents of their pockets or bags and to remove any jackets, coats, shoes or other outer clothing. Employees will be searched by either a line manager who is of the same sex as the employee being searched, and the search will take place in a private room in the presence of another member of management. If the employee to be searched would like to have a fellow employee present to act as a witness, this will be arranged. Employees have the right to request that only people of the same sex attend a physical search. The YMCA Brunel Group will take steps to ensure that employees' dignity is respected at all times.

If applicable, searches may also be conducted on the employee's work area, including their desk, cabinets and locker, and on the employee's personal or work vehicle if parked on the YMCA Brunel Group's premises. In this case, the search will be conducted by either a line manager (who may not be of the same sex as the employee) in the presence of another member of management and the employee. Again, the employee may request to have a fellow employee present to act as a witness.

The level of search requested may be subject to change and the YMCA Brunel Group will ensure that the level of search is fair and reasonable, taking into account the circumstances giving rise to it.

The YMCA Brunel Group will keep a record of all searches conducted, including the date, time, details and results of each search and the identities of the employee, the searching member of staff and any other parties present. This information will be stored confidentially. It will be reviewed on a regular basis by the Human Resources Committee to ensure that searches are being carried out fairly and non-discriminatorily and either randomly or only where the YMCA Brunel Group reasonably suspects that an employee has committed a criminal offence or an illegal act.

If an employee refuses to submit to a search without reasonable excuse, this is a serious matter and will be dealt with in accordance with the YMCA Brunel Group's disciplinary procedure. Employees will be given a reasonable period of time to reconsider their decision and they will be asked to provide their reasons for refusing if they still wish to maintain a refusal to undergo a search.

Any employee caught in unauthorised possession of property belonging to the YMCA Brunel Group or property belonging to another employee or other third party, or otherwise caught in possession of an item in breach of this policy, will be dealt with in accordance with the YMCA Brunel Group's disciplinary procedure. The employee may also be reported to the police if there is evidence to suggest that they may have committed a criminal offence.

Signed on behalf of YMCA Bath Group

Mike Fairbeard

(Signed copy in Head Office)

Role of Signatory

Chief Executive

Date of Review of Policy

January 2025

