

Dockside Personnel Limited

Stop and Search Policy for Agency Workers

1. Purpose

Dockside Personnel Limited ("the Company") is committed to maintaining a safe, secure, and lawful working environment for all workers, clients, visitors, and property. This Stop and Search Policy sets out the circumstances, principles, and procedures under which agency workers may be subject to searches while on assignment.

The policy aims to:

- Prevent theft, loss, damage, or unauthorised removal of property
 - Protect the health, safety, and security of workers and others
 - Deter the possession of prohibited or dangerous items
 - Ensure that any searches are conducted lawfully, fairly, and with respect for individual dignity
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2. Scope

This policy applies to:

- All agency workers engaged by Dockside Personnel Limited
- Searches conducted at client sites, ports, docks, warehouses, or other workplaces
- Searches carried out by authorised client representatives or security personnel

This policy does **not** give Dockside Personnel Limited or its clients the power to conduct police-style searches. It operates on the basis of consent and contractual agreement.

3. Legal Framework

This policy is informed by, and must be applied in accordance with, relevant UK legislation, including but not limited to:

- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 / UK GDPR
- Health and Safety at Work etc. Act 1974
- Protection from Harassment Act 1997

No search will be carried out in a discriminatory manner or in a way that infringes an individual's legal rights.

4. Policy Statement

- Searches will only be conducted where there is a legitimate business or security reason.
 - All searches will be reasonable, proportionate, and respectful.
 - Searches will never be carried out based on race, gender, age, disability, religion, sexual orientation, or any other protected characteristic.
 - Agency workers have the right to refuse consent to a search; however, refusal may result in restricted site access, removal from the assignment, or disciplinary action in line with contractual terms.
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5. Consent

- Consent to reasonable searches is a condition of engagement with Dockside Personnel Limited and is included within contractual agreements.
 - Where practicable, verbal consent will be requested at the time of the search.
 - Consent may be withdrawn at any time; however, refusal may have operational consequences.
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6. When Searches May Be Conducted

Searches may be conducted:

- On entry to or exit from a client site
 - During a shift where there is reasonable suspicion of theft, misconduct, or possession of prohibited items
 - As part of random security checks applied consistently to all workers
 - Following a security incident or breach
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7. What May Be Searched

Searches may include, but are not limited to:

- Bags, backpacks, toolboxes, and lockers
- Coats and outer garments
- Vehicles brought onto client premises (where site rules apply)

The following will **not** be searched:

- Intimate clothing
- The person's body (no physical contact searches)

Any search will be limited to what is necessary for the stated purpose.

8. How Searches Will Be Conducted

- Searches will be carried out by authorised personnel only.

- Wherever possible, searches will be conducted in the presence of a witness.
 - Searches should be conducted by a person of the same gender where practical.
 - Workers will be treated with dignity and respect at all times.
 - Force will never be used.
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9. Prohibited Items

Prohibited items may include:

- Weapons or items that could be used as weapons
- Illegal drugs or substances
- Alcohol (unless authorised)
- Stolen property
- Unauthorised recording devices
- Any item prohibited by client site rules

Any illegal items discovered may be reported to the police.

10. Refusal to Comply

If an agency worker refuses to comply with a reasonable search request:

- They may be denied entry to, or removed from, the client site
 - The refusal will be reported to Dockside Personnel Limited
 - The matter may be investigated and could result in disciplinary action or termination of assignments
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11. Equality and Fair Treatment

Dockside Personnel Limited is committed to equality, diversity, and inclusion. Searches will:

- Be applied consistently
- Never target individuals or groups unfairly
- Be monitored for compliance with equality obligations

Any concerns regarding discriminatory treatment should be reported immediately.

12. Data Protection

- Records of searches will be kept only where necessary and proportionate
 - Any personal data collected will be processed in line with UK GDPR
 - Information will be retained only for as long as necessary
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13. Complaints

Agency workers who believe a search was conducted improperly may:

- Raise the issue with the on-site supervisor or security team
- Contact Dockside Personnel Limited directly
- Use the Company's formal grievance procedure

Complaints will be taken seriously and investigated promptly.

14. Responsibilities

Dockside Personnel Limited will:

- Ensure workers are informed of this policy
- Work with clients to ensure lawful and fair search practices

Agency Workers must:

- Comply with reasonable search requests
- Follow client site security rules

Clients and Security Personnel must:

- Conduct searches in line with this policy and applicable law
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15. Policy Review

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026
