

## Security Policy Statement

Primetake Limited manufactures and supplies ammunition and pyrotechnic articles for customers in the UK and overseas. Primetake Ltd is required to apply additional legislative security measures that would not normally apply to other companies.

These additional security measures apply to all Primetake Ltd staff, specialist suppliers and contractors who work at Primetake Ltd premises or at customer's premises. These additional measures cover the following areas:

- Personal Security
- Building Security
- IT Security
- Document Security
- Vehicle Security
- Removal of items from site.

Where appropriate staff are vetted and subject to official UK security clearance.

Personnel are not to disclose to un-authorised persons what activities are undertaken at Primetake Ltd. Anyone who is approached for information should report this approach to the Systems Manager. Personnel have a responsibility to inform Primetake Ltd if they are subject to a criminal prosecution which could affect their security status.

Personnel are to report any loss, theft or damage which could affect building, IT, documentation or vehicle security to the Systems Manager.

Failure to comply with the security measures may lead to disciplinary action or a criminal prosecution being taken against the person involved. It may also result in the loss of the Primetake Ltd security status, which may result in the loss of contracts.

For further information please refer to Security and IT procedures

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