Security Policy

CCL Design East Kilbride are committed to consistently delivering the design, development, implementation and maintenance of systems and associated infrastructure to support CCL Design business processes and customers that meet their needs and aspirations, whilst ensuring the security of information. A management system has been implemented consisting of policies, objectives and documentation such as procedures in order to achieve defined goals and takes into account any applicable legislation. This is underpinned by measuring and monitoring activities and regular management review meetings to ensure it remains effective and adapts and improves to meet new demands on our business.

The company is committed to providing customers and employees with a business environment which provides personal security and security of business assets. It is ensured that business processes and systems provide both brand protection and protection from counterfeiting of goods or products. We achieve this through the implementation of:

- Risk assessments of security threats;
- Appropriate access and control systems and procedures;
- Appropriate monitoring and control systems;
- Security awareness programmes for employees;
- Specific security procedures for the control and movement of materials;
- Procedures for secure waste disposal;
- Procedures for secure storage and transport of customer products;
- Ongoing management reviews and assessment programmes.

Every employee has the responsibility for ensuring their personal security, that of others and of the company's and customer's assets. They achieve this through compliance with the relevant policies and procedures and through constant vigilance and awareness. In addition, the purchase of counterfeit products is actively discouraged. Employee education is provided about the risk and implications of such use and the purchasing systems only buy from legitimate sources.

This policy and aligned management objectives are communicated throughout the company and all employees are encouraged to actively seek on-going continual improvements in their personal development and the security of information, both belonging to the company and customers. This policy is also made available to visitors, sub-contractors and other interested parties, all of whom are required to assist in implementing and complying with it.

Lex Kellet
Operations Director
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