GLOBAL TRADE
DISTRIBUTION FZE

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SECURITY RULES

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Mandatory for implementation by:	All employees
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APPLICABILITY

A written Security rules must apply to all company employees, visitors, vendors and outside carriers.

FIRST-AID KIT

A comprehensive first- aid kit must be available. All employees should be trained in first aid in case of an emergency.

The first-aid kit should be:

- In a visible and accessible location.
- Placed in a dry place, out of direct sunlight.
- Stocked with generic medicines for first-aid use in case of an accident.
- Inspected quarterly to ensure that medicines are not out of date.
- Restocked immediately when medicines are used or expired

FIRE EXTINGUISHERS

Fire extinguishers should be distributed throughout the warehouse in accordance with national fire department equivalent standards. Warehouse supervisor must ensure that all fire extinguishers are maintained in serviceable condition.

GATES AND GATE HOUSES

Where there are gates through which vehicles and/or personnel enter or exit they must be monitored. The number of gates should be kept to the minimum necessary for proper access and safety.

LIGHTING

Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.

LOCKING DEVICES AND KEY CONTROLS

All external and internal windows, gates and fences must be secured with locking devices. Management must control the issuance of all locks and keys.

PARKING

Private passenger vehicles should be prohibited from parking in or next to cargo handling and storage areas.

Visitor parking should be separated from employee and container parking.

Office parking must be used as per employees needs considering one parking place per one employee's car.

STANDARD OPERATING PROCEDURES

Standard operating procedures must be in place to ensure that all documentation and operational requirements are being followed and adhered to in a consistent manner.

CARGO DISCREPANCIES

All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately and timely reported to the manager.

Customs and/or other appropriate law enforcement agencies must be notified if illegal or suspicious activities are detected - as appropriate.

High value, fragile goods must be stored in a secure area to prevent unauthorized access and/or manipulation.

CUSTOMS SEALS

Customs seals be controlled and affixed to loaded containers, trucks according to customs requirements. Only designated employees will affix customs seals for integrity purposes. Warehouse supervisor is responsible for safe storage and control of such seals.

DOCUMENTATION PROCESSING

Logistics specialists must ensure that all documents used in the clearing of merchandise/cargo is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. Documentation is provided to freight forwarders, carriers, consignees, other related authorities by corporate e-mail only or in hand.

Documentation control must include safeguarding computer access, information storage area, including file folders. Management has to review the process and take corrective actions if any of the above rules are not followed.

WAITING AREA

Warehouse must have secured waiting areas where drivers can be identified and allowed limited access for confirmed pick ups and deliveries.

Management must prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets.

SHIPPING & RECEIVING

Arriving cargo must be reconciled against information on the cargo manifest. The cargo must be accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo must be verified against shipping instructions or delivery orders.

Drivers delivering or receiving cargo must be positively identified before cargo is received or released. Prior to loading or dispatching the truck, container the warehouse staff must ensure that there is no hidden compartments to conceal contraband.

Warehouse staff must prevent unauthorized persons from gaining access to trucks, containers which have been loaded and are ready for removal from your site.

INVENTORY MANAGEMENT AND CONTROL

In addition to defining an inventory system - such as first in, first out, or last in, first out – operations controls must be designed to prevent fraud, theft, and misuse of business resources.

Warehouse operations procedures must include instructions for counting, periodic physical inventory counts, inspecting and tagging incoming inventory, storing items on shelves, record keeping, and outbound picking. Storing of any personal items of employees, visitors or other not related to company`s shipments is strictly prohibited.

PERSONNEL SECURITY/ BACKGROUND CHECKS

Employees should only be given access to those secure areas needed for the performance of their duties. Pre-Employment Verification Application information, such as employment history and references must be verified prior to employment. To extent authorized by national law, warehouses conduct employment screening, background checks, and thorough interviewing prior to hire. The minimum probation period after hiring is 3 (three) month.

ACCESS CONTROLS

The Company can install CCTV to positively identify and control the movement of all persons on site. Everyone on site, when leaving the office is required to display a content of carrying bag, box or other pack certifying that none of corporate assets is taken out.

Every employee intended to be out of office for more than one business day must send appropriate notification to corporate e-mail: melogistics@gtd.ae indicating out-of-office period and point a contact person for that period. Notification must be send not later than one business day prior to actual out of office day.

Any visitor arriving on site must be accompanied by a company staff during all period of stay and going out.

INFORMATION TECHNOLOGY SECURITY

Password Protection. Any corporate software used to perform personal duties must be protected by password to prevent unauthorized access. Passwords can be set by system or user personally and changed periodically. Each employee is personally responsible for the secure storage of his login and passwords. Employee`s password can be shared with internal auditor or other assigned manager for the purpose of internal investigations.

If for the fulfillment of job duties, employee is using his own mobile phone or other gadget for telecommunication, exchanging corporate information between colleagues, storing corporate files then its employee`s responsibility to ensure the security of such information and taking periodical back-up of the data.

COMPLIANCE

Any employee who is found to have breached any of the above rules will be referred to the appropriate law enforcement agency for prosecution of criminal offences or will be subject to disciplinary action including termination of employment.

Global Trade Distribution FZE
Managing director
Boris Kim