



Landsec Policies

Group Security Policy 2019

London



Group Security Policy 2019

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Part 1: Introduction

The Company is committed to providing a safe, healthy and secure environment. We believe that the successful management of security is fundamental to our reputation, the wellbeing of our employees, contractors, service partners, occupiers, visitors to our properties and members of the public, who may visit properties or our buildings that we are responsible for. It is also one of the means by which we create a better environment in which to work and is an essential component in assuring our continued performance and growth.

This Policy is focused on "Physical Security" our Cyber Policy is independent to this. Physical Security is recognised as a major risk to our business operations, our people, service partners, contractors and visitors to our properties and any breach of this Policy would result in disciplinary action. The Executive Director nominated as Board Director for Health and Safety together with the Group Head of Health, Safety and Security and the Group Physical Security Protection Lead, will review this policy and associated security safety management system and make arrangements for amendments as necessary. It is also their responsibility to record the dates and outline the changes made as a result of all such reviews.

Purpose

To provide an unambiguous statement of our Physical Security Policy applicable to all Company managed properties in the United Kingdom.

Policy Aims

Are to achieve continual improvement in physical security governance, management, awareness and performance and to become an example of best practice in the practical application of security management.

Scope

The scope of this policy covers the Physical Security management arrangements for Land Securities Group plc. This policy will be made readily available to any interested party.



Policy Review Status

	Date of Review	Brief Description of Changes	Reviewers	Issue Date
1	18.04.2016	Implementation of a standalone Security Governance and Policy across the business	Clive Johnson	01.05.2016
2	17.01.2017	Updated and reviewed due to the development of our Security Management.	Clive Johnson	08.02.2017
3	10.04.2017	Annual Update to bring in to line with other HS&S Policies	Clive Johnson	18.04.2017
4	23.03.2018	Annual Update to bring in to line with other HS&S Policies and brand change	Clive Johnson Mike Pearce	09.04.2018
5	08.03.2019	Annual Update to bring in to line with other HS&S Policies	Clive Johnson Mike Pearce	01.04.2019





Part 2: Group Security Policy Statement

The Company is committed to providing a safe, healthy secure environment. We believe that the successful management of security is fundamental to our reputation, the well-being of our employees, contractors, service partners, occupiers and members of the public, who may visit properties, projects or buildings that we are responsible for. It is also one of the means by which we create a better environment in which to work and is an essential component in assuring our continued performance and growth.

To achieve this we will:

- Provide a physical security provision across our managed portfolio.
- Make available an in house Group Physical Security Protection Lead with relevant competencies e.g. Skills, Knowledge, Attitude, Training and Experience (SKATE) to advise the business on physical security related matters.
- Appoint competent external security providers with the (SKATE) to advise the business on physical security related matters.
- Provide an appropriate and robust physical security provision across our managed portfolio.
- We will continue to meet the challenge in order to provide a secure environment for people to work, live, shop and relax.
- Work with our service partners, managing agents and contractors to provide a secure environment for them to operate and work.
- Consult with employees, contractors and service providers.
- Engage with our external customers and be part of the Crowded Places Information Exchange forum (CPIE) and feedback to the business accordingly.
- Consult with our external customers National Counter Terrorism Office (NaCTSO), Centre of Protection and National Infrastructure (CPNI) and feedback to the business accordingly.
- Consult locally with Counter Terrorism Security Advisors (CTSA's).
- Provide appropriate security risk and threat information for each site.
- Set building response levels in line with the National Threat Levels.
- Provide each property with a menu of tactical options to respond to a change in the Building Response Level.
- Provide a PSIA or Security Risk Assessment for all relevant sites and buildings.
- Carry out the appropriate security vetting of employees, service providers and contractors.
- Only assign competent service partners and contractors to do work that have the relevant (SKATE).
- Provide our employees with the appropriate security training and instructions relevant to specific job roles.
- Provide security advice for overseas travel.
- Provide intelligence and tasking across the group.
- Encourage good communication and co-operation.
- Regularly review our security performance and engage our employees in this process.



Cyber Security

- Make available an in house Cyber Security Manager who will liaise with the Group Physical Security Protection Lead.

Our aims are to achieve continual improvement in physical security governance, management, awareness and performance and to become an example of best practice in the practical application of security management.

In accordance with the requirements of our Security Governance the Board has selected Clive Johnson, Group Head of Health Safety and Security to be accountable for Physical Security. He will have overall responsibility for the implementation of this policy and any associated procedures with the support of the Group Security Lead and Group Heads of Department who are responsible for the implementation of this policy and any associated procedures within their individual functions with the support of the Group Health, Safety and Security Team.

Clive Johnson

Group Head of Health,
Safety and Security

On behalf of Landsec

01 April 2019





Part 3: Definitions

Landsec defines;

- a) CPIE – Crowded Places Information Exchange forum where owners or managers of crowded places meet to share best practice, chaired by a senior member of NaCTSO.
- b) NaCTSO – National Counter Terrorism Security Office.
- c) PSIA - Protective Security Improvement Assessment, a tool developed by NaCTSO to provide a suitable and sufficient assessment of the property.
- d) Security Risk Assessments, a suitable and sufficient assessment of the property where the PSIA assessment tool is not suitable or applicable.
- e) National Threat Levels and definitions set by the UK Government and our Response Levels e.g.
 - Critical – an attack is expected imminently.
 - Severe – an attack is highly likely.
 - Substantial – an attack is a strong possibility
 - Moderate – an attack is possible, but not likely.
 - Low – an attack is unlikely.

Building Response Levels follow the National Threat Level. These are set by the Group Head of Health, Safety and Security on advice from the Group Physical Security Protection Lead. They are: Exceptional, Heightened and Normal. These are site specific and dictate each sites response to the threat.

Counter Terrorism Security Advisors (CTSA) a nationally available asset free of charge will advise locally on all matters of security.

- f) Security Governance – a document, which sets out the top level Security Governance of the business.
- g) Competent Person – A person that has been nominated on behalf of the business and accountable for Physical Security at a local level, they must have sufficient (SKATE) and an understanding of the relevant current best physical security practices across our very diverse portfolio and have an awareness of their limitations in terms of their experience and knowledge. Also exhibit a willingness and ability to supplement existing experience and knowledge, when necessary by obtaining internal or external help and advice.

Part 4: Objectives

1. Set the tone and push the boundaries as an informed and intelligent Client and Landlord
2. Inspire visible leadership in health, safety and security.
3. Provide a vision for behavioural change for our employees and supply chain.
4. Deliver safe, healthy and secure developments without incident.
5. Provide safe, healthy and secure places for our people work and our customers to work, live, shop and relax.
6. Treat health like safety across all our activities, with both physical and mental health in mind.



Part 5: Management review

With the assistance of the Group Health, Safety and Security team, the Main Board of Directors will ensure (through the Executive Director), a periodic review (annual) of the effectiveness of the Company's Security Management Procedures.

The Group Head of Health, Safety and Security or his nominee will advise and update the Group, London and Retail Health, Safety and Security Committees and the Group plc board with the findings following such a review. These findings will be assigned to the appropriate persons with target dates for completion. Where deemed necessary as a result of the review, changes will be made to the Company's policies, procedures and objectives.

Part 6: Non-Compliance

All employees and service partners who fail to comply with the requirements of any of Landsec Health, Safety and Security policies and procedures may result in disciplinary action or the termination of a service partners contract.

Part 7: Security Management

We will ensure that our specific Company Security Policy Statement is communicated accordingly. Dependent on the properties complexity, the PSIA assessment tool or site-specific Security Risk assessments will be carried out by the named competent person for the property with the support of the Group Physical Security Protection Lead, local CTSA's, Security Service Partners and a member of the Landsec Health, Safety and Security Team.

In order to provide a coordinated and consistent approach the Group Head of Health, Safety and Security and his team will;

- a) Provide a physical and cyber update at the Group, London and Retail Health, Safety and Security Committees Group and plc Board.
- b) Organise and facilitate quarterly Group Security Protection Committee Meetings to review our performance, identify any trends and emerging risks. The committee will be made up of internal and external customers including third party security advice i.e the National Counter Terrorism Security Office (NaCTSO).
- c) Represent the business on the Crowded Places Information Exchange Forum (CPiE) which meet every quarter, with feedback to the business via Health, Safety and Security Committee meetings, General Manager Meetings and the Group Security Protection Meeting.
- d) Provide site specific security assistance and guidance.
- e) Provide our employees with the appropriate security training and instructions relevant to specific job roles.
- f) Organise and facilitate regular security desktop and lock-down exercises.
- g) Organise and facilitate a quarterly Security Customer Improvement Group meeting ensuring we get a consistent approach across the business.
- h) Provide a Security update at our General Managers' Meetings.
- i) Develop as part of our OBW series of documents, Security Standards, Alerts and Bulletins.
- j) Liaise with the Group Head of Risk when planning any Gold, Silver and Bronze exercises.
- k) Liaise with the Group Head of Tech Team on Cyber Security Risks.
- l) Ensure our Managing Agents adopt the same robust security principals and monitor their performance.

Landsec will appoint only competent consultants and service providers to physically manage and advise on security within our portfolio.





Part 8: Training

The relevant security training is crucial to assist our appointed/nominated competent persons to manage security at a local level across the portfolio. Our service partners and our employees will also be required to undertake, where required, the relevant training in line with the Health, Safety and Security Training Matrix. All competent persons and employees who fail to comply with the requirements of any Landsec, Health, Safety and Security policies and procedures may result in disciplinary action. In addition, if any of our Service Partners or Managing Agents fail to comply this could result in the termination of their contract.

Part 9: Roles and responsibilities

In line with our Security Governance and our Group Health and Safety Policy, specific roles and responsibilities have been outlined and should be followed for each job holder in Landsec.





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