

SOP FOR SECURITY

Security conduct

1. At all times, the security must remember that their performance, appearance and general conduct are a reflection of Taaleem/ValeurHR
2. Security should conduct themselves with utmost courtesy in any conversation with employees and visitors too
3. Periodically security should be outside to greet the employees as they arrive and leave as good public relation gesture

Step 1 : Reporting of duty at 0800 hrs

1. Ensure the office is unlocked and the extn phone is charged.
2. Keep the attendance register ready with fresh day/date entered in the format provided.
3. Monitor the entry and exit of all employees.

Step 2 : Parking of vehicles

1. Vehicles should be parked only at the standard area defined for parking.
2. The guard should help the employees in proper parking of vehicles in ready to move position.

Step 3 : Employee admittance and exit during regular hours

1. Monitor the each employee's check – in time in the morning and exit at close of business.
2. Check the identity badges of all employees.
3. If an employees states that he/she has forgotten their badge, report it to their immediate supervisor/manager, make a note that the employee has forgotten the badge, and request a fellow team member to escort the employee.
4. If an employee states that he/she has lost her ID badge then request him/her to report the matter to concerned person and get a new ID Badge issued.

Step 4 : Visitor admittance during regular hours

1. Visitors are to be allowed only if they have prior appointment with the concerned individual. If not ask the concerned person, obtain permission and allow the visitor inside with the visitor pass
2. Prepare the visitor pass and log the timings (Entry time and Exit time), with other details of the visitor, like purpose of visit, contact details in the visitor register kept at the gate.

Step 5 : Random checks for laptops/pendrives/harddisks

1. The security guard should check all the employees/visitors for any personal laptops/pendrives/hard drives being carried inside the premises.

Hotel Security Sop

Jianjun Gao

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