



SECURITY

Are you aware of the Western Cape Government Security Strategy and Transversal Access Control Policy? Did you know that access control in the workplace is everybody's responsibility? Do you comply with the strategy and policy? If not, you are in contravention of the Strategy and Policy 15/1/P.

What is access control?

- Access to a particular area that is restricted to authorised people only.
- Several measures are applied to ensure that any object or person requiring access to premises of the institution is safe: has a legitimate reason to enter and is entitled and authorised thereto.
- That the institution or its employees will not be exposed to dangers or to breaches of security during the presence of such a person or due to his/ her gaining access.

Are you aware of the following Access Control Principles?

- Person requiring access must be identified.
- Must have a legitimate reason to be allowed on premises.
- Obtain official authorisation to enter the premises.
- Must be searched to ensure s/ he poses no threat or carries no dangerous weapons/ objects.
- Record of each visitor must be kept.
- The conditions, subject to which the visitor may enter must be clear.
- Visitors to be accompanied by an employee.

**LET US CREATE A SAFE AND SECURE ENVIRONMENT BY WORKING
BETTER TOGETHER**