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## 1 Purpose

Securing the people, premises and assets of Silver Eagle Distributors, LLC (Silver Eagle Houston) against intentional harm or loss by theft is of a critical concern. This standard establishes requirements aimed to reduce the risk of loss of inventory or assets by theft and security against criminal acts that may lead to injury or damage.

## 2 Scope

The requirements of this standard will apply to all Silver Eagle Houston branch locations.

## 3 Responsibilities

Route Drivers will:

- Ensure inventory or goods for delivery are not left unattended and unsecured in areas accessible to the public.
- Ensure inventory or goods in unattended vehicles that are accessible to the public are secured in locked compartments or locked within the vehicle.
- Do not leave an unattended vehicle running or with the keys inside.
- Report any theft immediately to Silver Eagle Houston and to local law enforcement.

All employees will:


- Use reasonable measures and good judgment to secure Silver Eagle Houston assets entrusted to them, such as laptop computers or company-owned vehicles.
- Report security or loss incidents immediately.
- Ensure non-Silver Eagle Houston persons on the premises have been entered into the visitor log and do not access unauthorized areas without an escort.
- Notify a supervisor or manager immediately if any suspicious behavior is noted, including that of another employee.
- Ensure assets that are accessible to the public are not left unattended or unsecured.
- Report any crime in progress or imminent criminal activity to local law enforcement immediately.

Facilities Management will:

- Ensure branch locations have adequate security measures in place to protect employees, the physical structure, assets and inventory.
- Evaluate and implement any necessary additional measures in the event of a security or loss incident occurring on Silver Eagle Houston premises.

IT will:

- Implement reasonable and effective security measures to prevent unauthorized access to the Silver Eagle Houston network and any data stored therein.
- Investigate any unauthorized access to Silver Eagle Houston information systems and implement necessary measures to prevent recurrence.

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## 4 Requirements

### 4.1 Route and Vehicle Loss Prevention

To reduce the risk of theft, route drivers will not leave inventory, goods or assets (such as dollies, hand carts or similar equipment) unsecured and unattended in areas that are accessible to the public. Unless an assistant or other Silver Eagle Houston employee is present to attend and monitor the vehicle, drivers/operators will never down-stack from the vehicle more inventory than can be moved into a market location in one trip. When unattended, all inventory will be locked in trailer compartments or within the vehicle.

Drivers/operators will be held responsible for losses due to theft of personal and/or company owned payload or equipment unless the loss is the result of a secured break-in.

All drivers of Silver Eagle Houston vehicles are required to remove the keys from the vehicle ignition and have the keys in their possession at all times when the driver/operator is away from the vehicle. The vehicle should be locked and secured. If the driver/operator is using a delivery truck of any type, all cargo doors must also be locked and secured to protect and secure payload, equipment, supplies and personal items while unattended and in transit.

Drivers/operators should use good judgment and not leave valuable items clearly visible in the passenger area of the vehicle that could incite unwanted criminal activity.

In the event that vehicle keys are inadvertently locked in a Silver Eagle Houston vehicle, the driver/operator is required to contact their direct supervisor to report the incident. The driver/operator's supervisor will then be required to check out the spare set of keys from the respective branch fleet operation to unlock the vehicle and then immediately return the spare keys to the branch fleet operation.

### 4.2 General Security and Loss Prevention


All Silver Eagle Houston employees are to use good judgment regarding their personal security and that of Silver Eagle Houston's premises and assets. Any Silver Eagle Houston asset entrusted to an employee, such as a laptop, must be treated and secured in the same manner as it were owned by the employee.

All employees are encouraged to remain vigilant and attentive to their surroundings, including on Silver Eagle Houston premises. Suspicious persons or activity, including that of Silver Eagle Houston employees, are to be reported to a supervisor or manager immediately. Crimes in progress or imminent criminal activity will be reported immediately to local law enforcement, then to a Silver Eagle Houston supervisor or manager if it is safe to do so.

### 4.3 Premises Security

Each Silver Eagle Houston branch will employ security measures to protect employees, the physical structure, assets and inventory. This includes, for example:

- Perimeter fencing with controlled access points, such as gates,
- Adequate area lighting,
- Intrusion (burglar) alarms,
- Locking facility access points, including entrance ways and bay doors,

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- A visitor log process to document the presence of visitors, contractors and non-Silver Eagle Houston personnel, and
- CCTV or similar surveillance systems to record access to premises or controlled areas.

#### 4.4 Information Systems Security

IT will use all reasonable means necessary to protect Silver Eagle Houston information systems, data and IT infrastructure.

### 5 References

Incident Management - SED-CORP-HSE-2-027

Emergency Action Planning – SED-CORP-HSE-2-011

Driver and Vehicle Safety - SED-CORP-HSE-02-008

### 6 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue