

## CCTV Policy

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

### Introduction

In order to ensure the safety of its employees, buildings and capital assets the use of CCTV camera systems are employed at the Bisley manufacturing site in Newport.

Signage has been installed advising all employees and visitors of the camera system and therefore the Company has fulfilled its statutory obligation.

### Scope

- CCTV cameras have been installed to monitor the perimeter and other areas of the factory where security surveillance has been deemed necessary due to safety, capital asset protection or to monitor other areas due to operational requirements.
- Footage obtained by the CCTV system may be used to monitor and control vehicle movement on site or to view areas that are subject to contractual, operational, safety, or security requirements.
- Footage obtained by the CCTV may be used to improve or confirm contractual arrangements, improve safety or to detect acts that may be detrimental or cause loss to the Company, its employees or visitors while on site.
- The Company may use CCTV footage in certain circumstances to enforce contractual, operational, safety, security or other policies and procedures.



Signed .....

Richard Costin  
Chief Executive

Date 1<sup>th</sup> August 2024