### **Course Title: Anti-Terrorism Awareness and Security Policy**

#### **Objective:**

Welcome to E-workshop the UKs leading vehicle workshop health and safety e-learning solution.

This course provides an overview of Rygors Anti-Terrorism Policy.

It will help you understand the company's commitment to security, your responsibilities, and key actions to take in preventing terrorism-related risks.

### **Module 1: Introduction to the Anti-Terrorism Policy.**

**Purpose:**
The policy aims to prevent terrorism-related risks within Rygors operations, ensuring the protection of employees, customers, and assets while complying with national security laws.

The policy applies to all employees, contractors, visitors, and suppliers. It covers all company sites, facilities, vehicles, and equipment.

### **Module 2: Areas We Need to Protect.**

**Key Areas of Protection:**

1. **People** – Employees, visitors, contractors, and customers.
2. **Information** – IT systems, transactions, and data (both digital and paper).
3. **Physical Assets** – Buildings, vehicles, equipment, and sensitive materials.
4. **Processes** – Supply chains, critical procedures, and production cycles.

### **Module 3: Identifying Direct Threats**

**Important Employee Checks include:**

Checking for a right to work in the UK

Looking at employment history

Getting References for new starters

**Business Responsibilities:**

Regular updates to data security and malware protection.

Ensure training is provided to all employees.

Monitor vehicles to prevent theft and misuse.

### **Module 4: Employee Responsibilities**

**Key Employee Actions:**

1. **Visitor Management** – All visitors must be signed in and accompanied by staff.
2. **Data Protection** – Protect sensitive information and follow GDPR procedures.
3. **Security** – Report suspicious activity and lock devices when not in use.
4. **Vehicle Security** – Lock doors, secure keys, and unload in restricted areas.

### **Module 5: Security Measures and Training**

**Physical and Cyber Security:**

**Physical Security**: Contractors conduct checks to detect suspicious activity.

**Cybersecurity**: Complete eLearning to recognize suspicious online activity.

**Sensitive Areas**: Ensure sensitive areas are locked (e.g., server rooms).

### **Module 6: Emergency Plans and Reporting**

**Evacuation and Nuclear Threat Plan:**

Everyone must follow fire escape plans and head to assembly points in case of evacuation.

In the event of a nuclear attack, follow emergency services’ instructions and stay indoors.

**Reporting Suspicious Activity:**

You must report suspicious activity to your line manager or law enforcement if needed.

Non-compliance with the policy may lead to disciplinary actions.

### **Module 7: Policy Review and Continuous Improvement**

**Review Process:**
The policy is reviewed regularly and after any significant incidents or changes in the national threat level. Any updates will be communicated to staff.

This concludes the E-workshop course on an overview of Rygors Anti-Terrorism Policy. Please proceed to the assessment where your understanding of the policy will be challenged. Thank you.

### **Conclusion**

**Certification:**
 Congratulations! You’ve completed the Anti-Terrorism Awareness and Security Policy course. By adhering to the policy, you contribute to maintaining a secure environment for everyone at Rygor.

**Next Steps:** Stay aware of your surroundings and continue to report any suspicious activities.

Follow the policies and procedures to help prevent potential security threats.

**Download your certificate of completion.**