

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Policy Statement

Trident respects employees' privacy and is committed to complying with the Data Protection Act 2018, UK GDPR, the Employment Practices Code, and other applicable UK employment laws. This policy sets out the circumstances under which Trident may monitor employees and their use of company systems, property, and equipment, in a fair, proportionate, and lawful manner.

2. Scope

This policy applies to all Trident employees, contractors, and any individual using Trident systems, equipment, or property.

3. Purpose of Monitoring

Monitoring may be necessary to:

- Ensure compliance with statutory and contractual obligations.
- Protect employees, clients, and company property.
- Prevent or detect criminal activity or misconduct.
- Maintain operational efficiency and standards.
- Ensure appropriate use of Group systems and resources.

Monitoring may include, but is not limited to:

- Telephone and email communications using company systems.
- Internet usage via company networks or devices.
- Video surveillance of workplaces and company premises.
- Vehicle tracking where company vehicles are used.
- Monitoring employee attendance, lateness, and timekeeping.

4. Monitoring With Employees' Knowledge

Where monitoring is conducted with employees' knowledge, Trident will:

- Identify and communicate the purpose of monitoring.

- Limit the type and extent of monitoring to what is strictly necessary.
- Consult with affected employees prior to implementation.
- Ensure monitoring is proportionate and balanced against employee privacy rights.
- Provide guidance on expected standards of conduct and use of company systems.

4. Monitoring Without Employees' Knowledge

Trident will not routinely monitor employees without their knowledge, except where there is reasonable suspicion of criminal activity, serious misconduct, or breach of legal obligations.

- Any covert monitoring will only be conducted under legal guidance and, where appropriate, in consultation with law enforcement.
- Such monitoring will be strictly limited, proportionate, and compliant with UK GDPR and the Data Protection Act 2018.

5. Use of Company Property and Systems

- All equipment, tools, devices, telephones, email accounts, vehicles, and other company property remain the property of Trident.
- Employees must use company property for business purposes only, unless explicit authorisation is given by a Director.
- Employees are responsible for safeguarding company property and must report any loss, damage, or misuse immediately.
- On termination of employment, all company property, information, documents, and systems access must be returned, deleted, or secured.

6. Disclosure of Monitoring Data

Information obtained through monitoring may only be disclosed in line with statutory requirements and company procedures. Disclosure will be strictly limited to:

- Police or law enforcement agencies, where relevant to the prevention, detection, or prosecution of crime.
- Prosecution agencies such as the Crown Prosecution Service.
- Legal representatives in connection with employment or contractual disputes.
- Individuals whose personal data has been recorded, unless disclosure would prejudice the prevention or detection of crime.

Disclosure to external parties requires authorisation by the Managing Director or a senior director acting in their absence.

7. Compliance With UK Law

Monitoring at Trident is conducted in accordance with:

- Data Protection Act 2018 and UK GDPR.
- Employment Practices Code issued by the Information Commissioner's Office.
- Regulation of Investigatory Powers Act 2000 (RIPA), where applicable.
- Relevant health and safety, employment, and equality legislation.

8. Employee Rights

Employees have the right to:

- Be informed of monitoring procedures and purposes.

- Access personal data obtained through monitoring under UK GDPR and Data Protection Act 2018, subject to legal exemptions.
- Raise concerns about monitoring practices through their line manager or the HR Department.

9. Review and Responsibility

- This policy will be reviewed at least annually or when there is a significant change in law or business operations.
- The HR Director is responsible for ensuring the policy is applied fairly, consistently, and lawfully.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED



Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**