

SECURITY

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11.1 Introduction

Whilst Renishaw excludes liability for any personal property that may be lost, stolen or damaged on site, it will try as far as is possible to ensure the security of its employees and their personal belongings. Renishaw has two main areas where security is a concern:

1. The security of company sites and their contents;
2. The security of information.

11.2 Site Security

Renishaw operates an identification badge system at its UK and Irish sites. The badge contains an antenna and microchip, and has to be presented to the sensors that operate the various locking systems on site. The badge, for full time employees, carries a photograph and the name of the holder on the front and must be worn prominently at all times whilst at work at any of Renishaw's sites. **This is a requirement of your contract of your employment and must be adhered to at all times.** Variants of this badge are available for temporary employees and contractors. However, these do not display a photograph on them.

Should any person be seen on site not wearing the appropriate badge they should be firmly, yet politely, challenged as to their business. If no legitimate reason can be established for their presence they should be asked to report to reception, during normal working hours. Outside of normal working hours security must be informed and the individual escorted from the site. The incident must be reported to the Personnel Department.

Your badge will be issued to you on the day you start. If you forget to bring your badge into work a temporary badge can be issued by the Personnel Department. NOTE: You will only be able to use this badge for a limited period of time before it is deactivated. If you lose your badge you will be asked to pay for a replacement.

11.3 Vehicle Registration

On your first day you will be issued with a parking permit and holder for the windscreen of your vehicle which must be displayed at all times whilst on site. Permit holders are colour-coded by site (e.g. Red for New Mills site). Extra permit holders can be issued to employees with more than one vehicle on request from the Personnel Department.

11.4 Car Parking

Car parking facilities are available at all Renishaw sites. Renishaw excludes liability for loss/damage of vehicles whilst on site. However, should your vehicle get damaged by someone acting on Renishaw business (e.g. a fork lift truck driver), then compensation may be granted. Please contact the Personnel Department for further information. **Should your vehicle be damaged by another employee using his/her own vehicle, the company accepts no responsibility. Compensation should be sought through the normal insurance channels between the two affected parties.**

Employees must only park in the recognised car parks on site. Action will be taken against employees who do not park in recognised car parking areas.

11.5 Stop and Search Procedure

Renishaw reserves the right to stop and search any vehicle, bag or any other item if it suspects theft is taking place or illegal substances and/or weapons are being carried.

11.6 Security of Equipment

All employees are responsible for company equipment in their care. This extends to the vehicles of employees working away from site. Failure to observe appropriate security precautions may render the employee liable for the loss.

11.7 Security Cameras

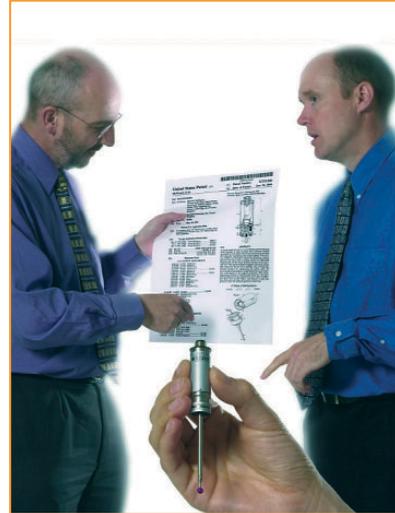
A closed-circuit television system continually monitors the company's sites and tapes are held in a central location. It is a clearly stated policy of the company to protect its employees at all times. In the event of a breach of security, or threat to the safety and security of its employees and assets, the company reserves the right to use any appropriate surveillance systems and make use of such recordings where required.

11.8 Patents and Confidentiality

Renishaw's success depends, in part, on the uniqueness of its products. An employee's contribution to the company will help to ensure that current and future product developments benefit the company as a whole. Renishaw needs to protect its information (be it intellectual, written or electronic) and therefore requires employees to maintain confidentiality. In confirmation of this, employees must sign a confidentiality agreement form on joining the company.

What is a Patent?

A patent is a monopoly right granted by the Patent Offices of most countries to the inventor of a new and unobvious invention. It gives the patent owner the right to exclude others from practising the invention (e.g. by manufacture, use, or sale) for a limited period in the country for which it is granted. In most countries the duration of a patent is 20 years maximum. A patent is a property that can be sold or licensed to others. When Renishaw believes that patent protection would be beneficial to the business, it commonly files patent applications covering a number of different countries.



11.9 Inventor's Award Scheme

If an employee makes an invention during their employment, they should disclose it to the Group Patents Department. A patent proposal form can be obtained either by contacting the Patents Department or by downloading one from the Patents Section on the company's intranet (Insite). The use of this form is not compulsory, but it helps in gathering the necessary information.

The Patents Department will record an employee's invention internally and give it a proposal number, so that a decision can be made on whether filing a patent application or other action is appropriate. Note: this will be a commercial decision, as is the timing of any patent application. Employees will normally be asked to sign an acknowledgement that they are the inventor, or co-inventor, and that the invention arose as part of their employment duties.

Employees should keep the Patents Department informed of any developments to their invention, both technical and commercial. In particular the Patents Department needs to know as soon as possible if there are any plans to disclose the invention outside of the company, because any patent application must be filed before that happens.

The company likes to recognise individual contributions to the creation of patents and has devised a scheme to enable rewards to be made. The scheme is designed to reward employees for inventions that the company proceeds to patent. As follows

- Each employee named as inventor in an originating patent application filed by the company, will receive a first stage payment.
- If and when the first patent is granted for an invention, a second payment will be made (if more than one inventor, this is to be equally divided).
- The awards will be paid through the payroll system and are subject to Income Tax and National Insurance contributions. Please contact the Patents Department for more information, including details of the current award levels.

It is important to note, however, that innovations made in the course of employees' duties normally belong to the employer automatically and award payments are discretionary. The Patents Department applies discretion in all cases, including deciding who should be named, as there may be certain legal considerations. All queries should be reviewed with a member of the Patents Department.

11.10 Data Protection

Confidential information held on employees by the company will not be disclosed to anyone who is not directly responsible for the welfare of the employee whilst they are at work (e.g. the Personnel Department would have access to this information). However, employees should be aware that there are certain organisations to which, by law Renishaw would have to disclose information on request (e.g. Child Support Agency, Inland Revenue, Health and Safety Executive etc).

Renishaw will hold data for the purposes of your employment in accordance with current legislation. The purpose of the Act is to ensure protection of information about individuals and that the processing of such data adheres to certain regulations.

Employees have the right to view their Personnel file at any time. However, a notice period applies and the Personnel Department will define a reasonable time limit under the circumstances and will establish what level of access is required.

To ensure that employees' personal data remains up to date, the Personnel Department periodically conducts a validation exercise to check that employees' information is accurate. However the onus is on the employee to inform the Personnel Department, in writing, of any relevant change e.g. change of address, status etc.

As a principle individual personal data such as name, address, title or phone number should not be shared, internally or externally, without the knowledge and consent of the relevant employee.

Internal, company confidential, information must not be distributed externally. Examples of company confidential information are internal telephone directory, work instructions or organisation charts. This list is not exhaustive.

Employee data will be retained for as long as is necessary in compliance with current legislation.