Clifford Chance

# Physical security

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Clifford Chance is committed to protecting our people, assets, brands and reputation by ensuring we have an effective and robust approach to the management of physical security risks. Our aim is to satisfy our duty of care, provide security to those working for or with Clifford Chance, and support our stated vision to be the "global law firm of choice". We expect our Suppliers ,their subsidiaries, subcontractors and in their end-to-end supply chain, to have appropriate physical security controls in place and advise us immediately in the event of a security incident that could impact us.

**Minimum standards:**

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| **Physical Security Management Review & Assessment** | 1) The Supplier shall ensure that it has an effective physical security management programme in place to support the identification and management of physical security risks to its organisation.<br>2) The Supplier shall ensure that a security risk assessment, including physical security, is undertaken on an annual basis and any identified gaps are built into a remediation plan. |
| **Physical Controls & Access & Oversight** | 1) The Supplier shall ensure that appropriate and effective access control policies, procedures and systems are documented for all its personnel, and will be available for review by Clifford Chance.<br>2) The Supplier shall ensure that all visitors, including third parties, temporary employees, contractors and clients, follow a designated site visitor process.<br>3) The Supplier shall ensure that appropriate physical restrictions are deployed to detect, monitor and identify unauthorised access and security incidents. Example measures, include, but are not limited to:<br>**External:**<br>a) Gates<br>b) Bollards<br>c) Lighting (internal and external)<br>d) Fencing<br>e) CCTV<br>f) Barriers<br>g) Building Card Systems<br>h) Biometrics<br>i) Turnstiles<br>j) Guarding<br>**Internal:**<br>a) CCTV<br>b) Card Access Systems<br>c) Biometrics<br>d) Infra-red Detection<br>e) Lockable Cabinets<br>**People:**<br>a) Clear Desk Policy<br>b) Staff Awareness and Vigilance<br>c) Pre-Employment Checks<br>4) Any equipment used by the Supplier shall confirm to industry standard in terms of installation, operation, monitoring and maintenance.<br>5) Images and data on CCTV must be stored in secured and restricted areas and be searchable by date and time.<br>6) Any images or data on CCTV should be retained for a minimum of 30 days or in line with local laws/ regulation and be monitored by appropriately trained 'Security Managers', who will support the mitigation and management of identified security incidents or risks. |

# Physical security
## (continued)

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| **Training** | 1) The Supplier shall ensure that all of its personnel receive training in terms of awareness of their own personal security, what to do if they experience a major incident, including their responsibilities. This should include, but is not limited to, site evacuation plans, alarms, etc. |
| **Travel** | 1) The Supplier shall ensure a duty of care is exercised over the security of its colleagues travelling internationally and follow the minimum standards outlined in our 'Travel and Expense Management Policy'. |
| **Processes & Procedures** | 1) The Supplier shall have in place processes and procedures to manage security incidents and investigations and provide an immediate update to Clifford Chance in the event any of Clifford Chance's information and assets could be impacted. |

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