

Security Conception

V 1

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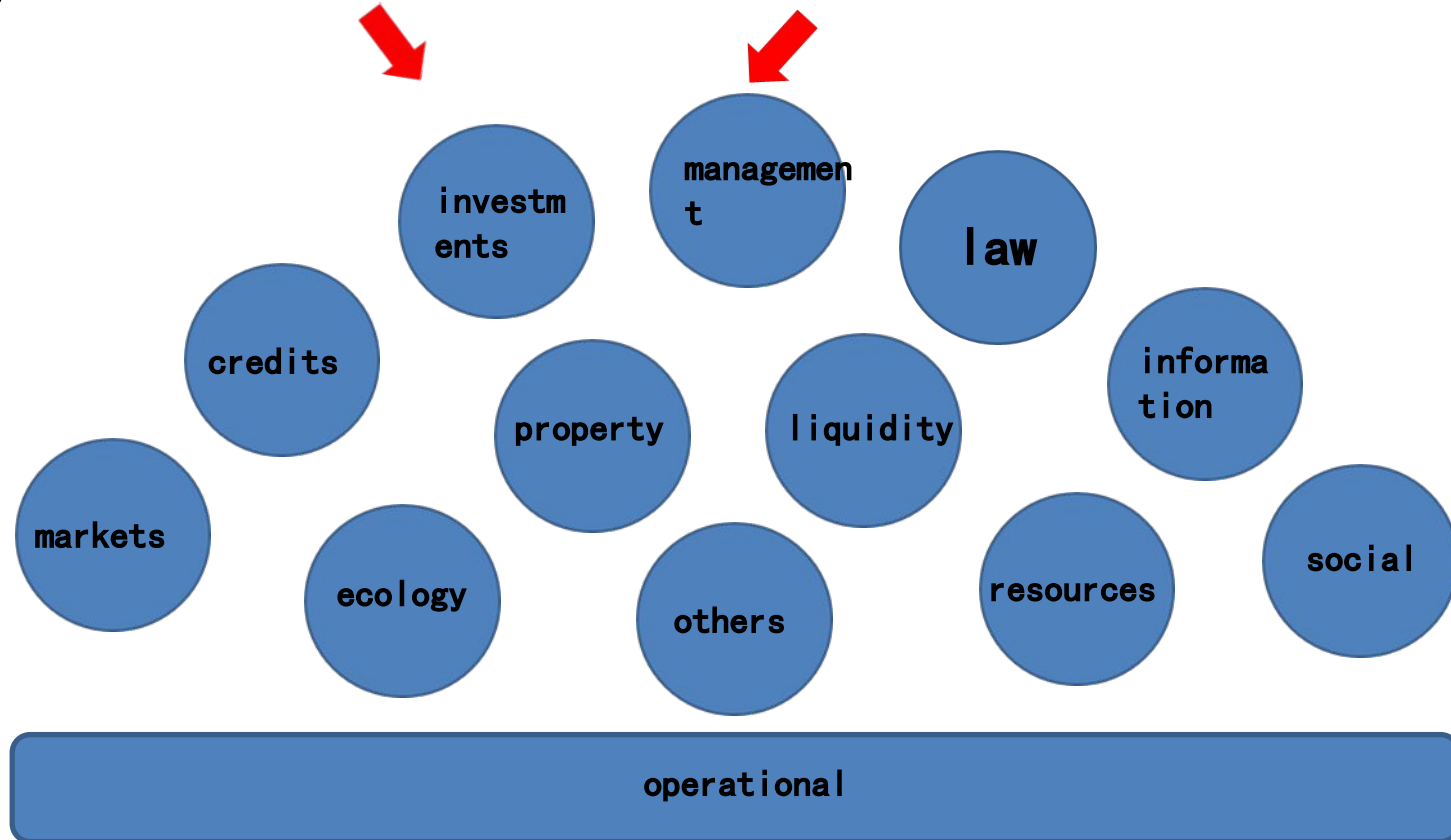
Decision of General Director

1. Map of Risks

Unfavorable/Issues/Problems/Troubles

20% of all events are connected with equipment/tools/machines failures

80% of all events are connected with human mistakes and a human factors



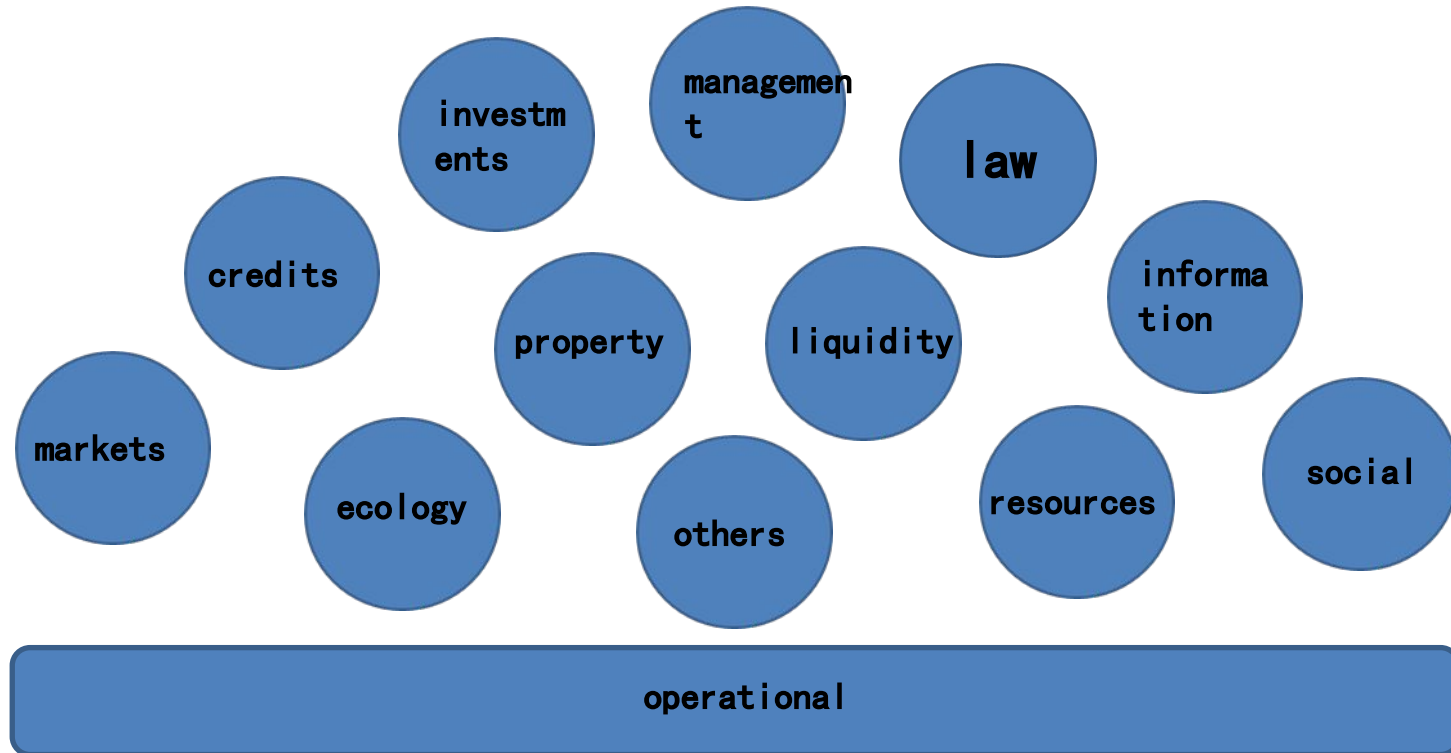
Employees / Contractors / Production / Supply chain
Etc.

1.1. Map of Risks

Unfavorable/Issues/Problems/Troubles



each case can have corruption in a basis



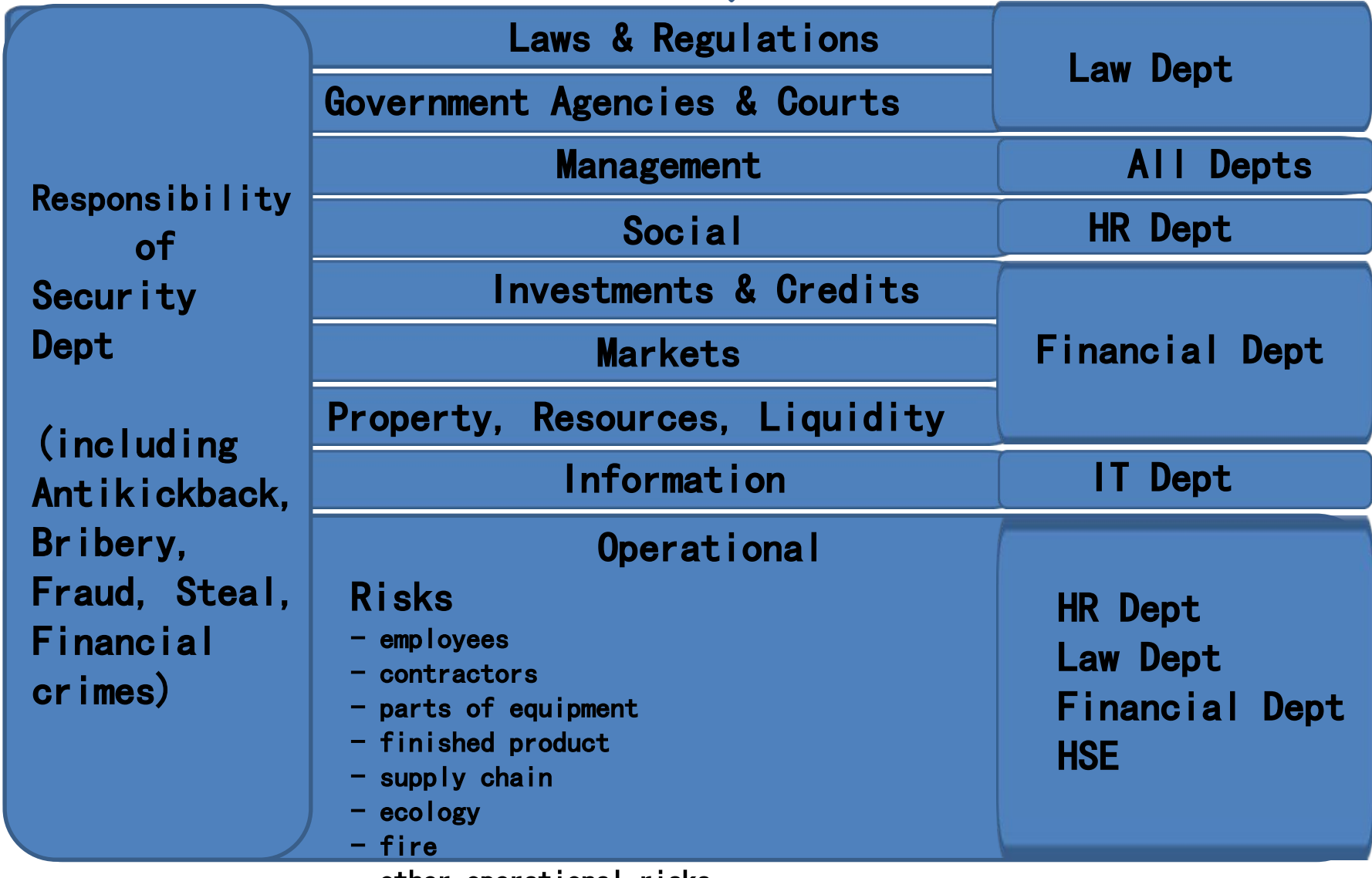
Employees / Contractors / Production / Supply chain
Etc.

2. Map of Responsibility

GENERAL DIRECTOR

Responsibility of Security Dept

Responsibility of other function



3. Basic principles of Security Activity

If necessary
receive and
exchange of
information

with

Great Wall

and

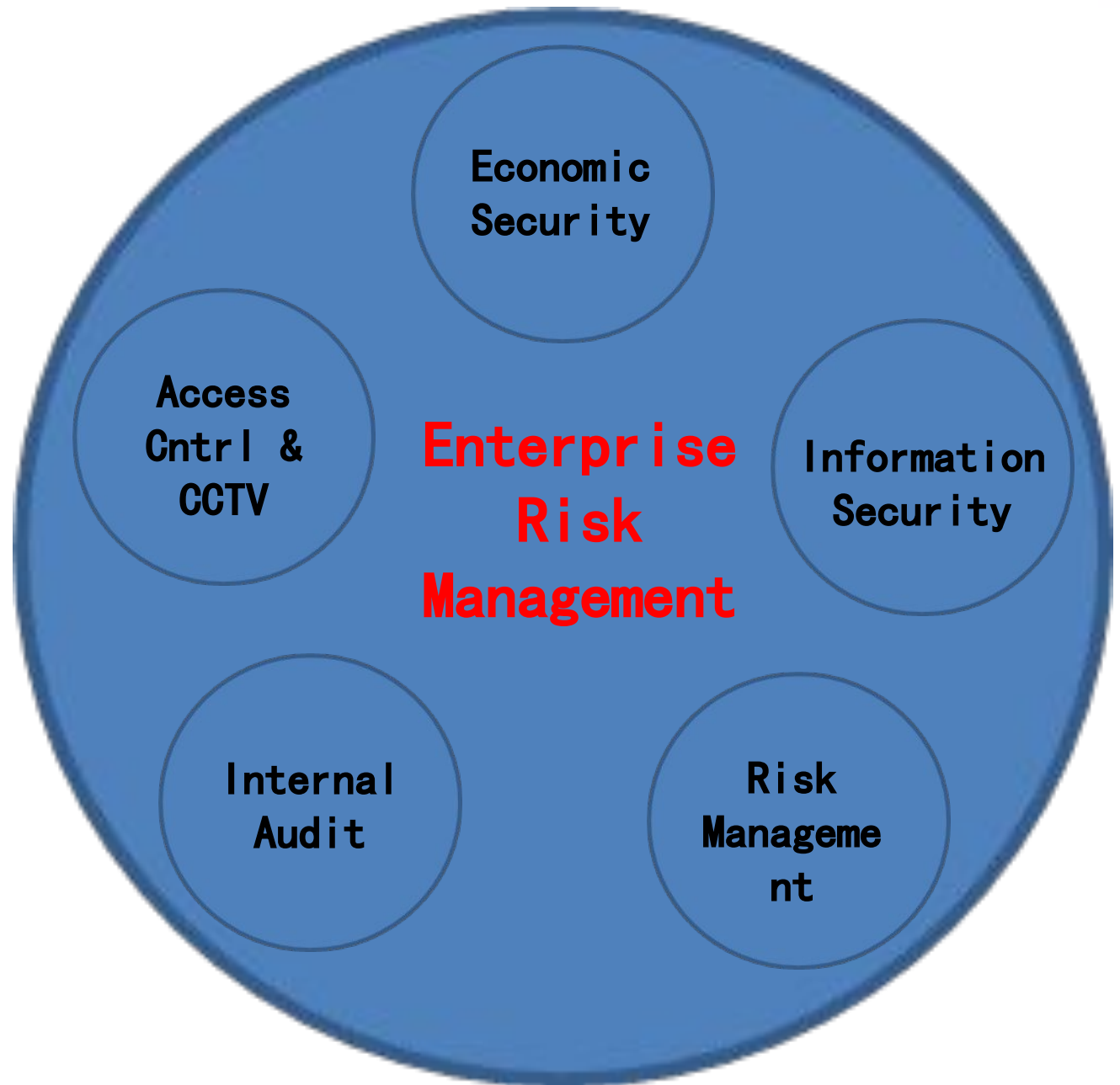
HMRus
(Sales)

Independence (most important)	Originally direct report only to General Director. Ensuring independence of investigations of possible influence of other Departments.
Confidentiality	Provides the secret of conducting investigations Involves a set of rules or a promise that limits access or places restrictions on certain types of information.
Integrity	Integrity is the qualification of being honest and having strong moral principles, or moral uprightness. It is generally a personal choice to hold oneself to consistent moral and ethical standards.
Evidence-based Approach	Use only facts in 100% strong evidence.
Fair presentation	Complete and reliable provision of the checked information and data.
Due professional care	Protection of interests of business of our Company. The interests of the company can't suffer.

4. Structure of Security Department

Use of any legal methods of receipt of information.

We need to watch all functions and all information, to control all employees, all contacts with our contactors and manage all our risks.



4.1. Structure of Security Department

Suggested solution (for whole produce process)



Head of Security (including Internal Audit)


Security

1. **Senior Specialist of Economic**



2. **Specialist of Access control and CCTV**



3. **Specialist of Information Security**



4. **Specialist of Internal Audit**



5. **Specialist of Risk Management**

takes
duties of a
part of
functions
if the
employee is
absent
(annual
vacation or
sick-list)

4.2. Economic security/anticorruption

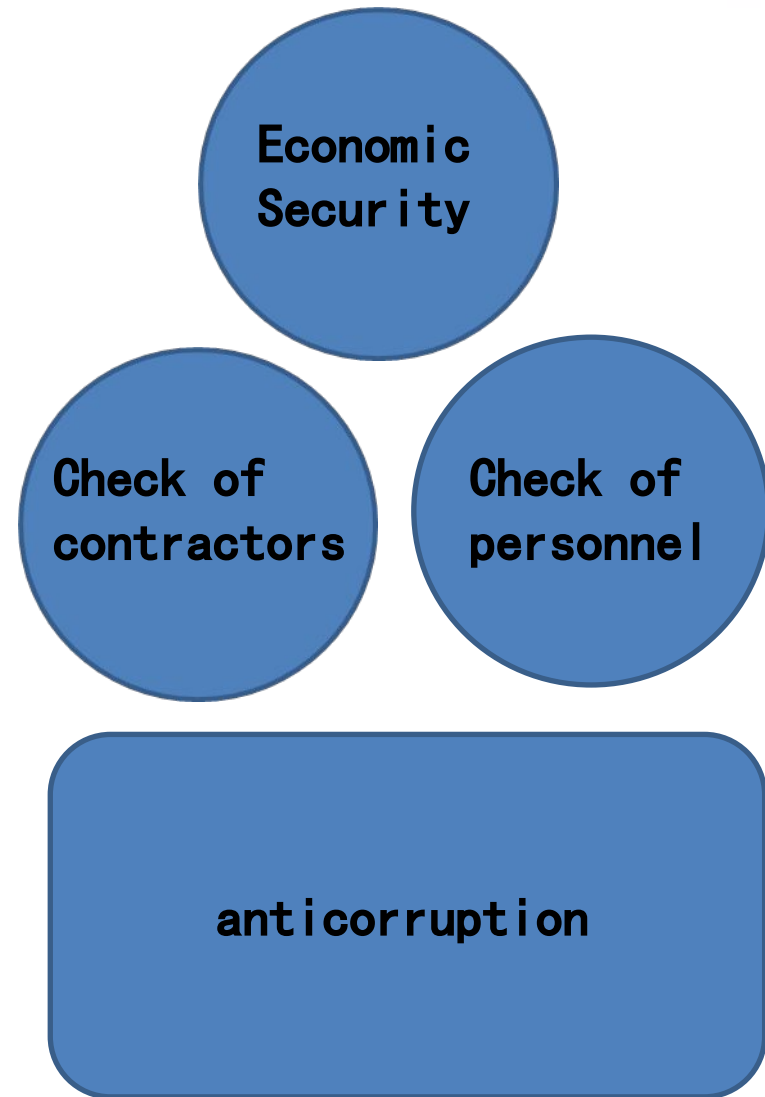
Watching of processes and collection of data, information and documents.
Monitoring of all available resources.

Collection of data, information and documents about criminal records.

Anticorruption planning and anticorruption activity (including Antikickback, Bribery, Fraud, Steal, Financial crimes).

Analytical work.

Internal investigations.
Generalization of results.
Preparation of Report to General Director.



4.2.1. Economic security/anticorruption

Personnel

Check of the hired personnel.
Collection of data, information and documents about criminal records.
Holding interview with TOP & Managers & other employees.

Relationships with Government Authorities (Internal Affairs Department, Federal Secret Service, Prosecutor`s Office, Federal Bailiff Services, Federal Prison Services, etc).

Relationships with operational level specialists level at Government Authorities.



Economic
Security

Check of
personnel

Anti
corruption

4.2.2. Economic security/anticorruption

Contracts/Counterparts/Risks

Updating, development and deployment of new functions and procedures.

Collection of data, information and documents about criminal records.

Verification of new agreements and contracts.

Check of the acting counterparts (documentary checks of activities of the entity).

Check of new counterparts (documentary checks of activities of the entity, visit in the location of offices, shops, warehouses, checks of founders (owners), top management of the entities regarding possible fraudulent schemes).



Economic
Security

Contracts
Counterparts
Risks

Anti
corruption

4.2.3. Economic security/anticorruption

Contracts/Counterparts/Risks

Check of new counterparts (documentary checks of activities of the entity).

Visits in companies locations.

Holding conversations with the staff of clients of suppliers.

Receipt of information. Holding conversations with the staff of other companies.

Relationship with stakeholders regarding identification of new risks, the project work.

Assessment of Regional Risk ratings for business.

Monitoring and analysis of the business-field including contractors.

Receivables (Debts). Collection of data, information and documents.

Conducting investigations.



Economic
Security

Contracts
Counterparts
Risks

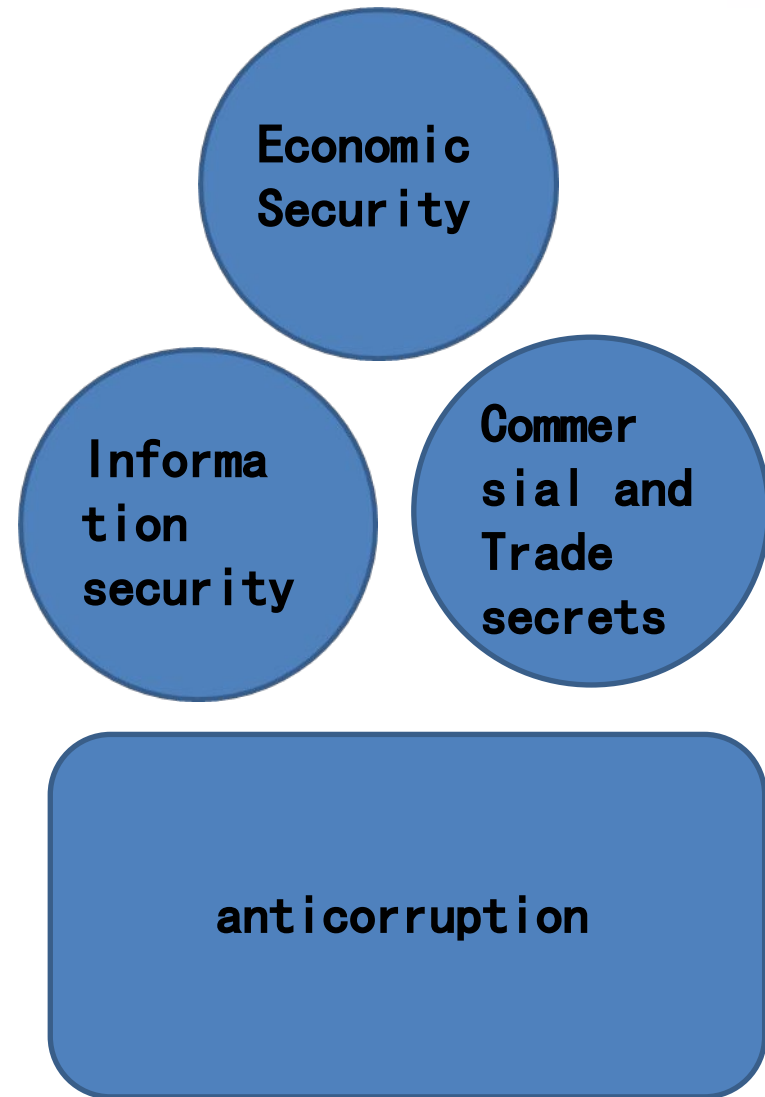
Anti
corruption

4.3. Information security/anticorruption

AntiDataLoss C&TS planning and
AntiDataLoss C&TS activity.
Monitoring of various resources and
social media for identification of
cases of disclosure of commercial
and trade secrets.

Collection of data, information and
documents about criminal records.
Control: internal and external
traffic, ports of computers, use of
passwords (including unauthorized
use of passwords), etc.

Internal investigations.
Generalization of results.
Preparation of Report to General
Director.



4.4. Access control/CCTV

Updating, development and deployment of new functions and procedures Access control and CCTV.

Issue of electronic admittance cards for employees, visitors and contractors.

Examination of the arriving and departing staff and transport.

Control of entering of data into system.

Control of timely change of data in system.

Unloading of data.

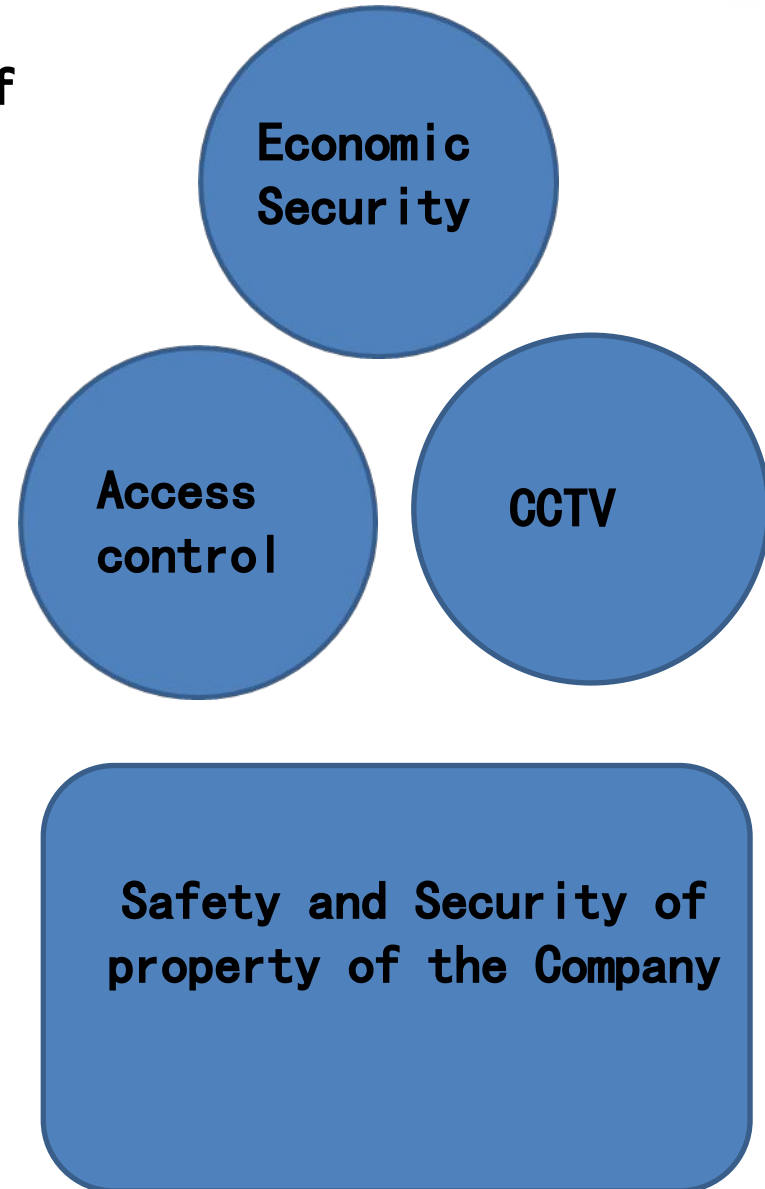
Development of the access levels.

Control of the access levels.

Internal investigations.

Generalization of results.

Preparation of Report to General Director.



4.5. Security Service Provider (Guards)

Maintain relationship with Director and Guards of SSP.

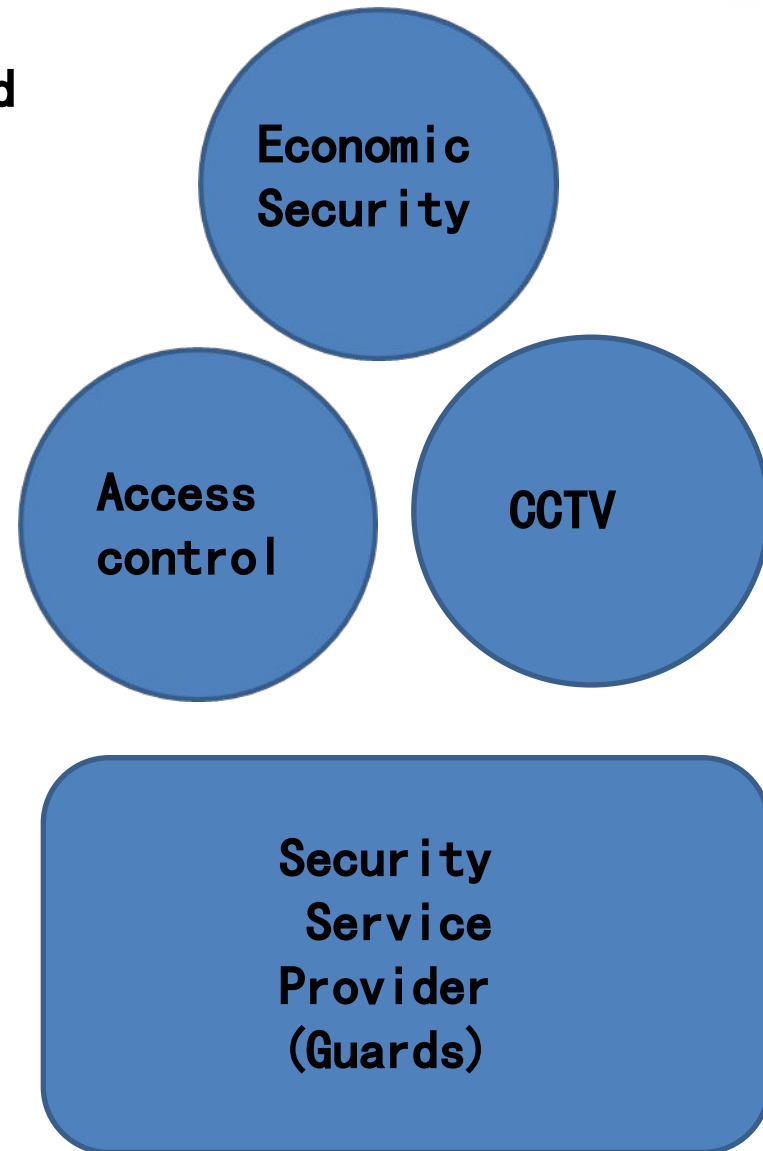
Conducting spot checks of guards' service (including weekend, holidays and night time shifts).

Conducting recurring (planned) checks of job and result of employees SSP (including weekend, holidays and night time shifts).

Check of compliance of conditions of agreements about SSP in a documentary part, control of timeliness and completeness of provision of services SSP.

Benchmark with other security service providers.

Collection of data, information and documents about criminal records.



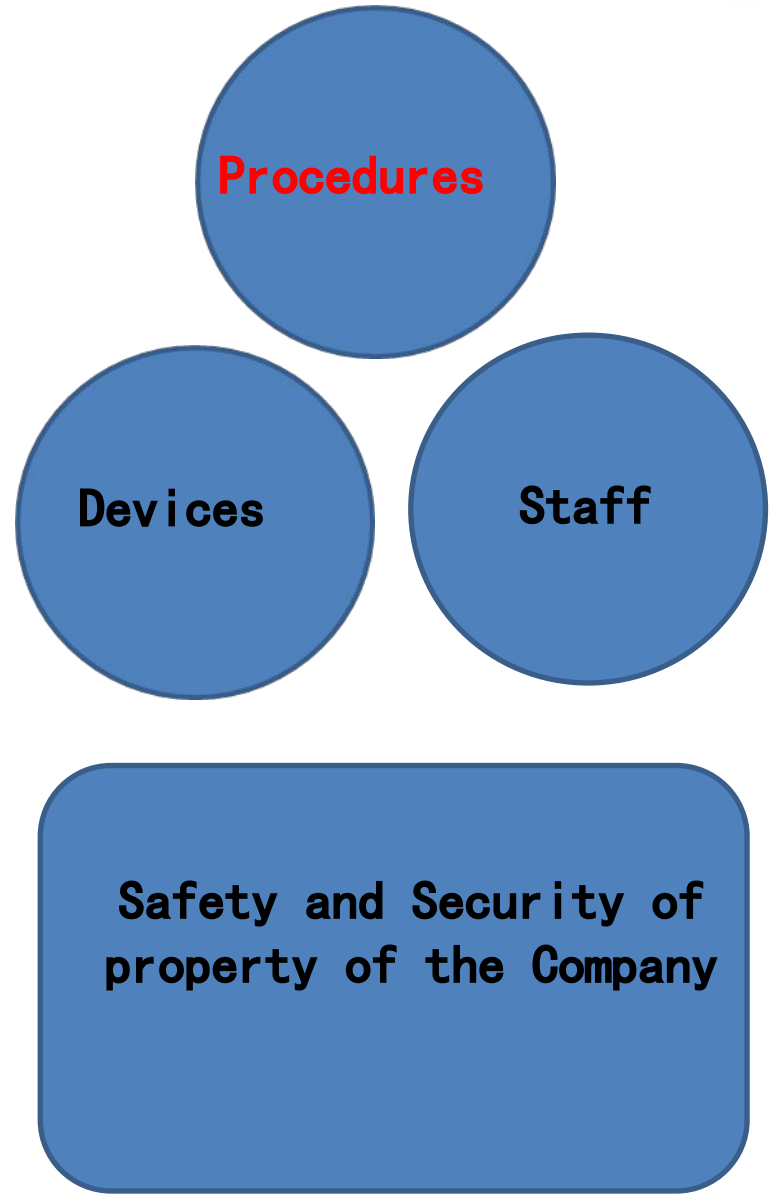
goods

Procedures

Availability of all procedures for staff.

Staff know and correctly use all procedures.

All procedures are relevant and are timely updated.



4.6.2. Control the Incoming and outgoing of goods

Staff

We timely study our staff to all procedures.

Staff know and correctly use all procedures.

We check staff know procedures.



4.0.3. Control the Incoming and outgoing of goods

Devices

Examination of transport and staff.

Check and reconciliation of serial numbers of spare parts and cars.

Use of stationary surveillance cameras, mobile surveillance cameras, models of surveillance cameras, of the hidden cameras of video surveillance.

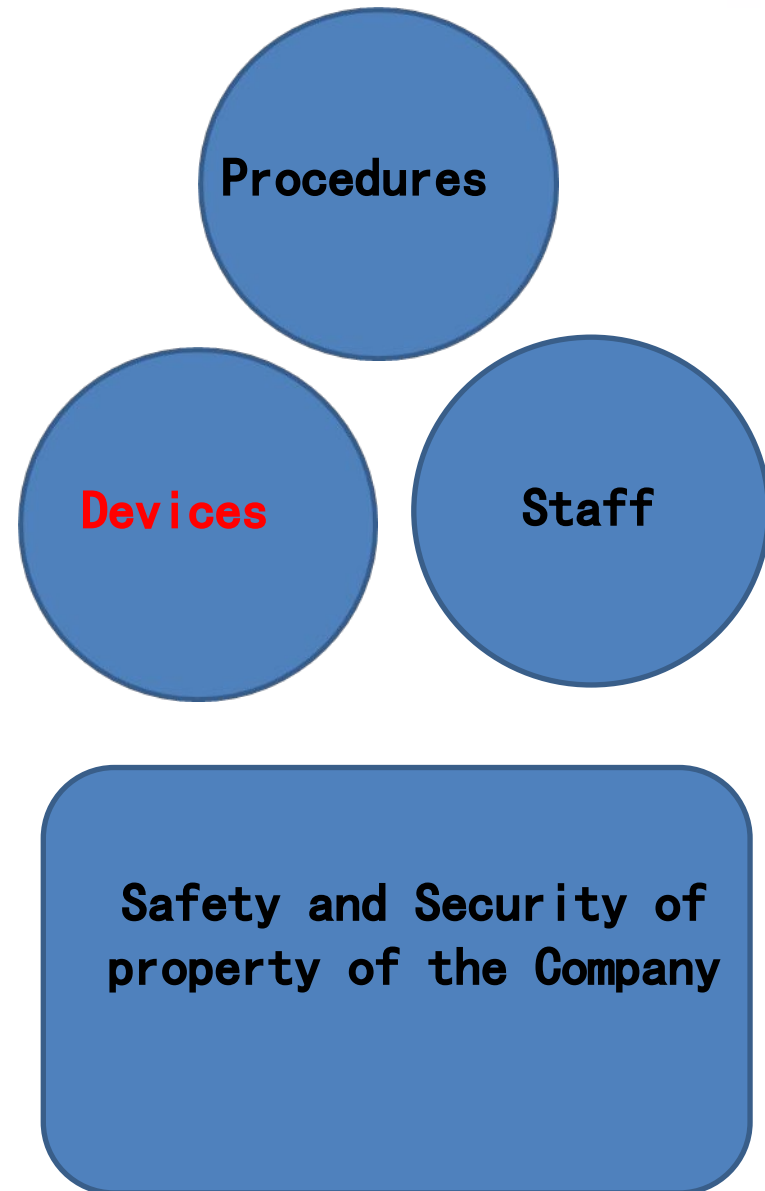
Use of Special Devices for observation of the hidden cavities of vehicles on each GuardPost:

- use of Special Search Mirrors on each GuardPost;
- use of Endoscopes for observation of the hidden cavities of vehicles on each GuardPost.

Selective control of actions of employees SSP (Guards).

Use check-sheets, storage and the analysis the check-sheets.

Conducting of sudden checks (including at night and on the weekend).



4.7. Emergency situation

Emergency situations.

Immediate response in case of emergency situation (including weekend, holidays, night time).

Urgent call to the responsible person and relevant State Bodies.

The responsible person for situation and undertakes measures for minimization of damage.

Relevant lists of responsibility persons for interaction in case of emergency situations

Procedures for Emergency situations.

Availability of all Emergency Procedures for our staff.

Staff know and correctly use all Emergency Procedures.

All Emergency Procedures are relevant and are timely updated.

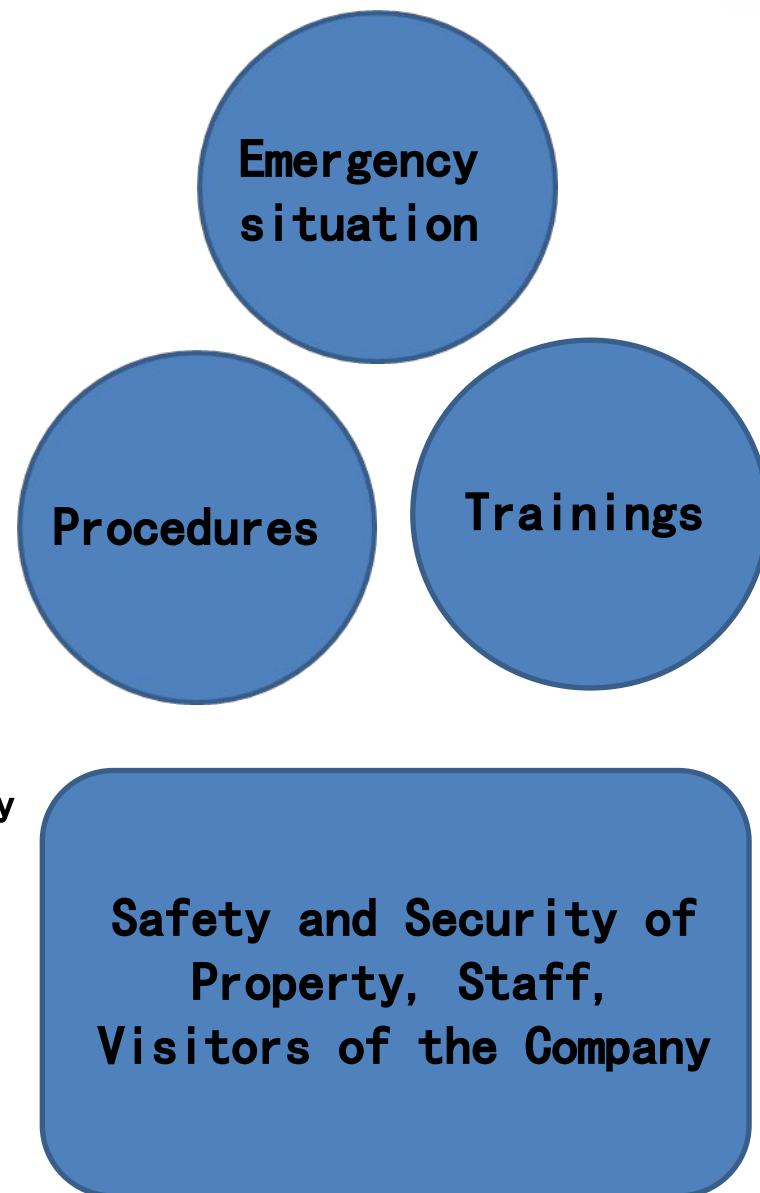
Trainings for Emergency situations.

Development of trainings for Emergency situations.

Participates in training development.

Deliver training to department and section leaders.

Deliver trainings to staff members including staff of Guards.



4.8. Other Security Services

Personal security.

Escort of the guests (Top Management of GWM, Government).

Interaction with State authorities.

Trainings.

Development of trainings.

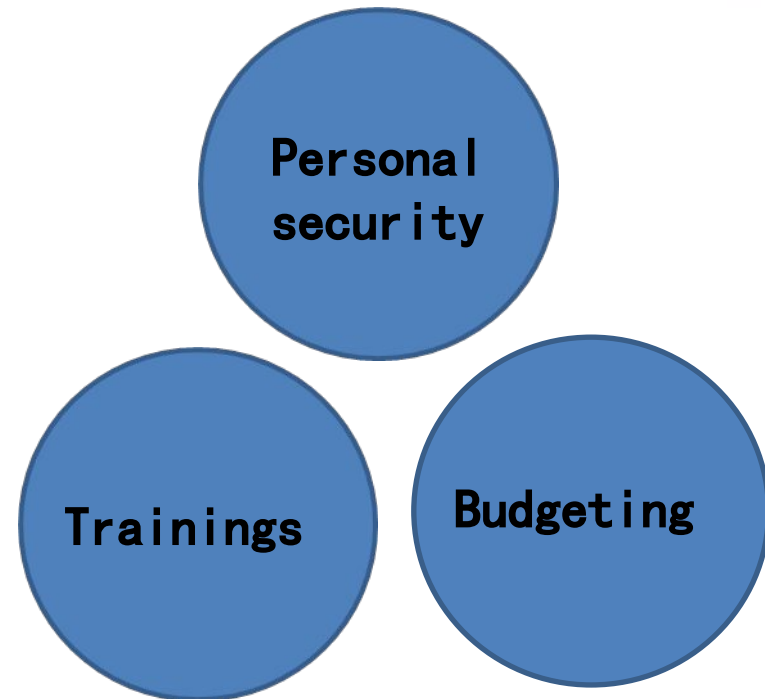
Participates in training development.

Deliver training to department and section leaders.

Deliver trainings to staff members including staff of Guards.

Budgeting.

Planning and control of the budget of Security.



5. Decision of General Director

Approve

Don`t approve

Basic Laws and Regulations (international and local)

ISO 26000 Guidance on Social Responsibility.

ISO/IEC 27000 ISMS Information security management systems.

ISO 28 000 SMS Security management systems for the supply chain.

ISO 31000 General guidelines for principles and implementation of risk management.

IEC/ ISO 31010 Risk management — Risk assessment techniques.

BS 31100 Risk management. Code of practice.

BS 25999 Business continuity management (part 1, part 2).

IEC 61160 Risk management. Formal design review.

ISO 19011:2011 Guidelines for auditing management systems.

etc.

notice: ISO –

International Organization for Standardization

Notice: Laws and Regulations

HAVAL

SUV NO.1 In China

pls make a report to me about the security system of the plant for production time as i asked you before , including :

2. how to control the incoming and outgoing of goods to the plant , what position (level) can approval what kind of goods ?
3. the people control system , the paint gate control \ the workshop gate control . how our entrance system works ?
4. the whole surveillance system work conception , already asked you to consult IT dept .
5. the schem of the guards control. how many guards we need and where to put them and how it runs?
6. in case of accident of security , what's our responding mechanism?

other items you think that it should be and not limited above mentioned
the deadline should be next week and make appointment of the report with Inna

пожалуйста, сделайте отчет мне о системе обеспечения безопасности завода в течение производственного времени, как я попросил Вас прежде, включая:

2. как управлять поступающим и коммуникабельными из товаров к заводу, какое положение (уровень) может одобрение какой товары?
3. люди система управления, контрольно-пропускная служба краски \ контрольно-пропускная служба семинара. как наша входная система работает?
4. целая системная концепция работы наблюдения, уже попросил, чтобы Вы консультировались с отделом IT.
5. схема контроля охранников. в каком количестве охранников мы нуждаемся и куда поместить их и как это бежит?
6. в случае несчастного случая безопасности, каков наш отвечающий механизм?

другие товары Вы думаете, что это должно быть и не