

Administrative Guidelines – Security for Angolan Payroll Employees Policy

Scope

This policy covers all CABGOC Angolan Payroll employees who are PSG 27 and above, other CABGOC employees of similar grade who already live in a compound with CABGOC security, based on security risk assessment, and those who are approved by exception of the Managing Director.

Security for Angolan Payroll Employees - SASBU Guidelines

The following guidelines apply to this benefit:

- When practical and under guidance of the SASBU Security GM, a 24 hours guard service will be provided for the **primary residential home** of the eligible employees.
- Certain conditions must be met to enable guard services:
 - Guards must have access to private bathrooms and changing facilities;
 - They must have access to electricity to charge radios;
 - The guard post must be properly situated on the employee's property; and
 - The conditions must be reasonably accommodating to the health and safety of the security guard.
- CABGOC Security Department will make an assessment of the employee's place of residence to determine the level of security services needed.
- The CABGOC Security Department will be responsible for the administration and day-to-day operation of the guards and security services. **The guards provided will not be under the supervision of the employee.** If there are issues with the security services, the employee should contact CABGOC Security Department.
- CABGOC Security reserves the right to change security guards, relieve guards, or change the operation of the service at any time.
- The security guards will have Guard Post Instructions provided by the Security Department only and should not be engaged in any other activity not authorized by the Security Department; e.g. moving/carrying items, gardening, wash cars, and other chores.
- CABGOC does not accept any liability or responsibility for any damages or claims arising out of the provision of these security services, including loss of property or injury to or death of any person. Any issues arising will be managed by the security service provider.

Reference

[Policy 21 - Security for Angolan Payroll Employees](#)