

Facility Security

Policy Statement

Towne Air Freight is dedicated to providing its employees a safe work environment. Towne Air Freight shall provide adequate security measures to ensure the safety of our employees, equipment, and terminal facilities.

The objective of this policy is to clearly explain the general security procedures and guidelines that will apply to our physical structures and facilities.

Areas Covered

1. Fences and gates
2. Terminal security signs
3. Yard checking procedures
4. Yard and terminal lighting
5. Employee and visitor parking
6. Loitering on company property
7. Guard service
8. Contacting law enforcement

Procedures Covered

1. Closing – Terminal security checklist
2. Opening – Terminal security checklist
3. Holiday / Weekend security tips / procedures
4. Cargo theft investigation procedure
5. No-freight & shortage investigation checklist
6. Claim education and accountability procedure