

INVESTIGATION AND PROSECUTION POLICY	
1.	PURPOSE The aim of this policy is to set out the criteria against which we investigate crimes and suspect crimes committed against our Business and also define when actions proceed under criminal law.
2.	LINK TO ACCOUNTABILITIES Security Managers
3.	POLICY
3.1	INTRODUCTION Our Business and reputation depends on the integrity of its employees and its procedures. It has rules and processes designed to enable it to meet its obligations to protect the items and resources entrusted to it and, where crimes or suspected crimes are committed against these, its policy is to investigate them and take appropriate action.
3.2	REPORTING OFFENCES Crimes or suspect crimes against the following must be reported to Corporate Security or the appropriate Business Security and Investigation Unit, for investigation or liaison with the police: • Property, cash and revenue belonging to Royal Mail Group (including Post Office Limited) • Its employees in the course of business • Mail in course of transmission by post • Customers whilst their transaction documents are in the custody or control of Royal Mail Group (including Post Office Limited) e.g. pensions and allowance books, TV Licences. • Organisations or individuals by misuse of any of our services e.g. fraudulent mail redirection or PO Box used for unlawful purposes. • The relevant procedures may be found in 'Business' Standards and Operating Protocols.
3.3	Each case will be dealt with on merit and action taken (if any), will be in accordance with the disciplinary code of the business. Where evidence of crime committed by an employee of Royal Mail Group (including Post Office Limited) against Royal Mail Group (including Post Office Limited or its customer is

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	established, the offending employee may also be dealt with in accordance with criminal law. The prosecution guidelines of the business will be used in making any decision to proceed under criminal law, in consultation with Legal Services Criminal Law Division.					
3.4	INTERFACE WITH LAW ENFORCEMENT AGENCIES Our main interface with other agencies e.g. police, customs, Interpol, DWP etc., is Corporate Security. There are occasions where a Corporate Security investigator or an investigator within a Business Unit will necessarily hand an offender into Police custody. In these cases the decision to instigate prosecution is made by either Corporate Security or the business unit security team concerned.					
4.	Links to other reference material (policies, processes and procedures, etc.)					
4.1	Title	Author	Located	Version	Type	Policy No.
5.	Document details					
5.1	Author :	Law & Legislation Programme Manager				
5.2	Owner :	Head of Policy & Performance, Corporate Security				
5.3	Audience:	Security Community				
5.4	Enquiry point :	Programme Manager, Law & Legislation, Corporate Security, 4th Floor, Impact House, 2 Edridge Road, CROYDON, CR9 1PJ				
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6.	Assurance Details:					
6.1	Name:	Tony Utting				
6.2	Business Unit:	Post Office Limited				
6.3	Assurance Date:	February 2003				
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