

Tehuti Investment Club Proposed Security Policy

At the previous meeting it was agreed a security policy should be developed to reduce the possibility of theft or any other threats to the monies or personal safety of Club members. However, before specific elements of the proposed policy are outlined some broader issues regarding security needs to be addressed which is designed to make the proposed recommendations more effective. It is a pointless exercise, or a dangerous misunderstanding, to assume the security of Club assets is the responsibility of specific individual members. The security of Club assets and the personal safety of its members responsible for holding or transporting club monies is the responsibility of **ALL** members.

One of the most crucial principles in basic security of this type can be found in the British Royal Navy during war time where sailors were warned that 'Loose Lips Sink Ships'. In simple language basic indiscipline or lack of vigilance in day-to-day conversation can lead to serious consequences given where such information may end up. One of the most important principles in avoiding this type of outcome is the principle of the **NEED TO KNOW**. That is to say specific information about any aspect of the Club, its members and practices is not communicated to outsiders who have **NO NEED TO KNOW** - unless this is agreed by the Club in advance. While it is important that we communicate general information to our people/the public in terms of motivating them and making them aware of opportunities, this does not involve the divulging of sensitive and potentially damaging information leading to threat to members and Club assets.

In the book *The Twelve Universal Laws of Success*, Herbert Harris talks about a particular type of person he terms 'Watchers' who are forever observing life but never actually taking charge of it or themselves. One of the points he does not make is that an important aspect of these types of individuals is their capacity to talk, especially about those who are 'Doers' who actually make a difference to their own lives and others. In basic security terms Watchers are potentially dangerous given their tendency to talk too much, and usually about other people's business. Being able to differentiate between 'Doers' and 'Watchers' is crucial as a basic security principle and the latter can be family members or close friends and do not have to be maliciously motivated to cause serious harm.

Security Policy Specifics

There are four specific basic areas of security vulnerability for an investment club. These are:

- Collections
- Transportation of monies
- Temporary storage of monies
- Transportation of monies to bank

Perry Stanislas
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1. Given the potential of money being on physical premises there is a risk of robbery, no matter how small, and therefore special efforts need to be made to ensure that external doors and internal doors where the meeting is being held is secured, especially when money is being collected. Robberies also create the potential for violence, which can be fatal in character and can lead to rape and sexual assault where women are the victims.
2. The transportation of monies from buildings to private or public transport are very high areas of vulnerability, and a risk assessment must be carried out depending on the methods of transportation which is used by the Treasurer.
3. The temporary storage of monies is also a point of vulnerability, given Club meetings are held on weekends when banks are not open. This means the homes of members will be used to store Club money. It is suggested that no monies should be held in homes for no more than a maximum of three days and this is to be monitored by a designated club Security Officer. The Security Officer will also provide best practice advice on how monies are to be stored in such circumstances.

The Appointment and Training Of Club Security Officer

It is recommended that the Club appoints a Security Officer, and this role should be reflected in Tehuti's constitution. Although this is not a demanding role, at this stage, and should not create a great deal of work. It is a potentially very important role. The basic requirements for such a role are having good character, sound intelligence and good problem-solving skills, the ability to learn and basic self-discipline.

One of the key goals of the Security Officer is to reduce, if not eliminate the risks mentioned above by ensuring that **ALL MEMBERS** pay monies via direct debits or personally depositing monies into the bank themselves thus reducing the amount of cash on premises or being handled by members.

Proposal

Dr Perry volunteered to train the appointed Security Officer and monitor their performance.

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