

**Company Security**

All CPR Employees and Contractors (Canada and U.S.)

Issuing Department: Operations and Human Resources

**Policy Statement**

Canadian Pacific Railway is committed to providing a safe and secure workplace and to protecting its employees, its assets, the public, and the environment in compliance with applicable legislation and government regulations.

In support of the above, the CPR Police Service will take prompt and appropriate action in the event of a security concern to protect life, health, property and the environment.

**Accountability**

Vice Presidents are responsible for ensuring that this policy is adhered to within their respective departments.

The Chief of Police is responsible for the administration and direction of police and security operations throughout the Company. In the discharge of this responsibility, the Chief will obtain the co-operation and assistance of government and/or law enforcement agencies to the extent possible and appropriate.

The CPR Police Service is responsible to serve the Company, its employees and customers in partnership with communities by delivering police, security and support services for the safety and protection of people and property. The CPR Police Service is also responsible for the development and communication of Company-related security measures and guidelines.

Employees are responsible for complying with this policy and with all security measures or guidelines as communicated by the CPR Police Service.

Employees are responsible for reporting any violation or non-compliance of this policy, to support the Company in providing a safe and secure workplace, to consult with the CPR Police Service on all matters of policing and security and to cooperate fully with the CPR Police Service when called upon.

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## **Process and Application**

- Scope** This policy applies to all employees, as well as individuals hired on a contractual or temporary basis.
- Additionally, this policy is applicable to all situations where any Company personnel, premise, property and/or customer property is involved.
- CPR Police Service** The CPR Police Service is staffed with duly authorized police officers sworn to duty for fulfilling specific roles, some of which are:
- The prevention of crime and maintenance of peace and order on and around Company owned or leased premises and properties; and
  - The provision of staff trained and experienced in dealing with all forms of criminal activity and security concerns.

**What to Report** Employees are to report any security concern, security incident, emergency, criminal activity (known or suspected), suspicious happenings and/or suspicious persons on Company premises and property.

**Definitions:**

**Security Concern** A security concern is any question or matter related to railway security whether it involves employees, Company assets, or customer goods in transit.

**Security Incident** A security incident may be any situation where a deliberate act, accidental event or perceived threat occurs that may cause personal injury, property damage or loss of property against the Company assets, both human and material. Examples may include theft, vandalism, bribery, stalking, or assault.

**Emergency** An emergency is an urgent situation where there is an immediate or perceived danger to life, health or personal security of any individual and/or a grave threat to property or business operations. Examples may include train accidents, natural disasters or acts of terrorism.

**What to do in an Emergency** In cases of an emergency, Employees should:

- Remain calm
- Move to safety
- Do not intervene
- Do not try to be a hero

**Who to call in an Emergency** In cases of an emergency, the employee is to call:

- **911**, where this emergency response system exists, or
- the local police, fire or emergency department; and

- in all cases, also the CPR Police Service Communication Center at toll free **1-800-716-9132** from any Canadian or U.S. location.

**Who to call for a  
Non-urgent Matter**

When an individual(s) becomes involved in or observes a security incident or security concern, the situation must be reported to the CPR Police Service Communication Center at toll free **1-800-716-9132** from any Canadian or U.S. location.

**CPR Police  
Service Response**

The CPR Police Communication Center acts as a centralized emergency response service as well as a centralized point of contact for any complaint or concern regarding policing and security matters.

Depending upon the nature of the call and the location, CPR Police may be dispatched to respond and/or the local police, fire and emergency department having jurisdiction may be notified to provide immediate response and assistance.

The CPR Police Communication Center will also notify the appropriate Network Management Center (NMC) of any activity on or near the railway, which may impact railway operations, as reported to the CPR Police Communication Center.

## Administration

### Additional Information

For any questions or concerns about the CPR Police Service, the services they provide, or where to access the CPR Security Plan, the Railway Security Measures Plan (Memorandum of Understanding with Transport Canada), or other guidelines communicated by the CPR Police Service, please call toll free from any location in Canada and U.S.:

**1-800-716-9132** (open 24 hours 7days a week).

N.R. Foot  
Senior Vice-President  
Operations

R.A. Shields  
Vice President  
Human Resources and Industrial Relations

(U.S. only Disclaimer:

This policy statement represents the current policy and practice of CPR regarding Company Security and may be changed from time to time by CPR without notice. Nothing in this policy is intended to create any contract, agreement or other obligation by CPR with any of its employees.)

Cross Reference: 1803 - Violence in the Workplace