PERSONNEL AND COMPANY DATA

|  |  |
| --- | --- |
| Surname | First name |
|  |  |
| Passport number | Employer (complete company name) |
|  |  |
| E-mail address for notifications | Postal address, employer |
|  |  |
| Contact person at Cyclife |  |
|  |  |

**SECURITY CLEARANCE**

|  |
| --- |
| Approved drug test |
| [ ]  Yes Date for approved test results:Protocol from the drug test is attached to the security clearance. |
| Security interview made by the employer |  |
| [ ]  Yes Date: |  |

**APPROVAL**

|  |  |
| --- | --- |
| Security clearance approved. | [ ]  Yes |
| Approved by the employer, signature | Date |
| Printed name |  |

ANNEX A CYCLIFE SWEDEN AB'S GUIDELINES FOR Security Clearance

The security clearance is carried out by the employer where the responsible signatory (or equivalent) approves that the person has been found reliable from a security perspective. Security clearance must be performed in accordance with Cyclife's guidelines.

The security clearance (not appendices) together with the results from the drug test shall be sent by e-mail to sakerhetshandlaggare@cyclife-edf.com or by mail to Security officer, Cyclife Sweden AB, Box 610, 611 10 Nyköping.

The security clearance aims to clarify whether a person can be assumed to be reliable from a security perspective and suitable to participate in security-sensitive activities. Security clearance fulfills the requirements of Section 7 of the Swedish Radiation Safety Authority's regulations and general advice (SSMFS 2008:12) on the physical protection of nuclear facilities on security clearance of personnel.

The security clearance includes:

* Basic investigation, security interview
* Valid drug test

Security clearance is valid for 3 years and must be renewed thereafter. A reminder will be sent to the company in good time before the security clearance becomes invalid to the E-mail address specified in the security clearance.

In case of suspicion of changed conditions for the security clearance, Cyclife must be contacted immediately.

**BASIC investigation, Security interview**

A security interview (basic investigation) is an important part of the security clearance when working within nuclear facilities that are protective objects. The basis for the conversation can be:

* Results from drug testing, alcostest and in some cases radiological medical examination.
* Grades, certificates, references and personal knowledge of the person.
* Any other controls, such as social media and authority records.
* Personal certificate from the population register in special cases.

The employer carries out the security interview. Support in Appendix B can be used during the interview.

Drug test

All work within Cyclife must be done without the influence of drugs. Approved drug testing is a prerequisite for having a free access in the area and is a component of the security clearance.

The periodic drug test must be carried out every three years. The drug test should include the following drugs:

• Cannabis

• Amphetamine / Ecstasy

• Cocaine

• Opiates

• Benzodiazepines

Random drug tests are carried out on persons who have free access to the area. In the event of a positive outcome of a drug test, access to the area is denied.

Approved security clearance

The employer approves the security clearance by signing this form.

Approval is sent to the Security Officer for registration.

ANNEX B Security interview

**INFORMATION TO YOU WHICH KEEP Security interviews**

A security interview is part of the security clearance to get to work independently within Cyclife. An approved security clearance is one of the prerequisites for own access to Cyclife's facilities and Studsvik Tech Park.

Implementation of security interviews:

* In connection with assignments at Cyclife Sweden AB.
* In case of suspicion of changed conditions for the security clearance. In case of changed conditions, Cyclife should be contacted immediately.

A security interview shall be conducted in a positive conversation climate where there is room for reflection and dialogue. The interviewed person should feel heard and respected. It is therefore important that the conversation is not perceived as a questioning.

The objective of the conversation is to determine whether the interviewed person has a life situation that makes them not at risk of being subjected to pressure which makes them a security risk.

**Preparations**

It is important that the person holding the security interview is prepared and has gone through the question areas before the meeting. It is good to know the purpose of the questions and, if necessary, record your own questions that are more specific to the assignment in question. Do not lock yourself to the order in which the questions come in the interview support. It is more important that there is a natural flow in the conversation and not that the questions are taken in a specific order.

If the interviewed person in good time has got the conditions clear for the purpose of the security interview, the security interview need not come as a surprise. This helps to prepare mentally for the conversation and reduces the risk of it being overwhelming.

 If the interviewed person, is a person who for a long period in the adult life lived abroad (may be due to both immigration from another country or Swedish citizens who for various reasons lived abroad), the problem of background control should be taken into account. This applies in particular to countries where it is difficult to verify qualifications, certificates and references.

Interview support

Notes from the security interview should not be archived.

**Life situation and life background**

The purpose of the questions is to create a clear picture of the life background and life situation. Ask follow-up questions based on the narrative and deepen your knowledge in areas where the person gives general descriptions. Pay attention to problems and crises in the background and life situation.

**Friends and relatives**

Get a picture of the persons relationship. Limited? Extensive? Old friends long or new? Their pursuits? Special group affiliations associated with crime?

**Alcohol consumption**

Create your own idea of the persons alkohol consumption based on your questions.

* Do you drink alkohol?
* If Yes, describe how much and how often?
* How do you react when consuming large amount of alkohol?

If the person describes behavioral changes, negative mood swings or memory gaps in connection with alcohol consumption or if the person has been rejected from parties or public premises due to alcohol consumption, the alcohol habits should be clarified.

It may also be of interest to get the persons picture of how this is perceived by the surroundings in the case of an intact condition: tired, talkative (about work) or provocative / aggressive.

**Vacations**

Get a picture of the persons travel habits, both private and work. Which countries are interesting and why. What is the purpose of the trips? Cultural, historical, adventurous, sun and bath el. like. Created new friends or acquaintances who are still current? What does the person know about these?

**Drugs and doping**

Here it is important not only to ascertain whether the person abuses drugs but also his attitude to drugs as a pleasure.

* Have you ever used drugs?
* If so, under what circumstances do you usually or have you used drugs?
* Has the drug use had any consequences for your work and private life?
* Have you undergone any form of rehabilitation?

**Crime**

* Have you ever been suspected or prosecuted for crime?
* If yes, when and what were you suspected / convicted and what was the penalty?
* Have you been subject to another police intervention?

**Exposure on the Internet**

Discuss the persons exposure on the internet such as social media and other occurrences. Clarify whether the person has an understanding of vulnerability and confidentiality and what is appropriate and inappropriate to publish.

**Training courses and certificates**

It may be of interest to know the motive for the choice of more unusual courses or certificates if there is knowledge that has nothing to do with the current career choice.

**Employments**
If the CV has not been submitted, go through the trial history of the exam. Time slots in the CV and shorter hours of employment should be noticed and cause being investigated.
Form yourself an idea of how the person has worked in previous employment.

**Other activities of relevance**

Note if the person has any secondary activity. Discuss and judge whether this could involve a conflict with the Cyclife's interests, or whether it could cause uncertainty of loyalty or reliability from a safety point of view.

**Security awareness and attitude to security**

Also discuss security in the broad sense, as well as the persons attitude and understanding of security and confidentiality.

Have you undergone any security training?

**Breach of obligations, responsibilities and duties**

Note the successes and problems this has encountered and how these have been handled by the person. Security issues are of particular interest.

Of interest is what, when, why and consequences.

* Have you had any conflicts, security-related or other problems in your professional life?
* If so, what happened, why did it happen and what were the consequences?
* Have you, in the case of an employment or similar, failed in responsibility, committed serious errors that caused another disciplinary action?
* If yes, at what liability committee and what sanction did you receive (salary deduction, warning or other)?

**Economy**

Get as clear a picture as possible of the persons financial situation. How has the person handled their finances and what does it look like today and in the future?

If the person does not have a strategy for managing finances, or if there are traits of greed or unrealistic economic life, this may be vulnerable to security. An observatory can be if the individual has a lot of credits.

* Have or have you had any payment remarks and / or debts to the Enforcement Agency?
* If yes, describe the circumstances surrounding this (when, why, what extent, consequences, how did you solve / do you want to solve the problem)?
* Have or have you had a game or buy addiction?
* If yes, describe the circumstances of the dependency (when, scope, consequences and how did you solve / plan to solve the situation)?

**Contacts**

Clarify and exemplify that there are nations, organizations, and individuals who have an interest in taking part in Cyclife's information and material (such as foreign intelligence or security service, defense force, police or organized crime). Discuss with the person how it looks at this.

* Have you had contact with foreign intelligence or security service, defense force, police or organized crime in or outside Sweden?
* If yes, what, for what purpose, when and to what extent?