



BUSINESS[®]
SECURITY AGENCY



ŚLEDZTWA I AUDYTY GOSPODARCZE

TABLE OF CONTENTS

WHAT MAKES US DIFFERENT?.....	1
ABOUT THE BSA.....	1
MISSION AND VISION.....	2
OUR GOALS.....	2
WHO WE ARE?.....	3
DETECTIVE BUSINESS INTELLIGENCE.....	4
BUSINESS INTELLIGENCE.....	4
Strategic and competitive intelligence.....	5
INVESTIGATIONS AND ECONOMIC AUDITS.....	6
Economic investigations.....	6
Economic audits.....	7
Evidence.....	7
BRAND PROTECTION.....	8
DUE DILIGENCE.....	9
SAFETY AUDIT.....	10
Introduction.....	10
PRELIMINARY AUDIT.....	10
DETAILED AUDIT.....	10
SECURITY POLICY.....	11
Complementary and functional security policy.....	11
EMERGENCY RESPONSE AND REMEDIAL ACTIONS.....	12
BUSINESS CONTINUITY PLAN.....	13
DETECTIVE SERVICES.....	14
TRAININGS.....	15
SPECIAL SERVICES.....	15
antibugging protection.....	15
investigative workgroups.....	16
THEY WRITE ABOUT US.....	16
CONTACT.....	17



WHAT MAKES US DIFFERENT

ABOUT THE BSA

BSA ŚLEDZTWA I AUDYTY GOSPODARCZE is a company that has over 13 years of experience in the business intelligence services and detective services.

Our company was established in 2009 as a continuation of activity of a detective agency run by detective Michał Rapacki, who, since 2003, has been providing his customers with comprehensive solutions in the scope of security in business trading, also in an international environment.

Currently, we are a team of independent experts.

WE SPECIALIZE IN:

- business intelligence,
- safety audits,
- consulting, planning, implementation, training and strategic and operating management in the field of security,
- developing business continuity plans, along with plans of physical protection and technical security measures,
- protection of information and economic security.

We carry out our tasks based on the highest quality professional standards, and developed solutions and tools which are our know-how.

We are a pioneer of detective business intelligence in Poland.

We were the first ones to introduce the innovative method of work consisting in the combination of operations of a modern business intelligence agency with reliably performed detective activities. We set trends in the field of detective agencies, offering comprehensive advice and support in business security process. Careful observation and analysis, the cooperation of an experienced detectives and specialists from a particular branch make the BSA reliable and effective partner in working for the safety of our Customers.

OUR WORK IS OUR PASSION. WE ADVISE, PROTECT, TRAIN.





MISSION AND VISION

BSA ŚLEDZTWA I AUDYTY GOSPODARCZE aims at introducing your company to many innovative and preventive solutions in accordance with the principle: "Prevention is better than a cure."

We are here to protect your business.

Our primary objective is to find solutions to issues before they turn into serious problems.

We provide the knowledge necessary to make strategic business decisions.

We set innovative security standards for the protection of key assets against possible security threats.

WE PREVENT BEFORE A CRISIS OCCURS. WE HELP WHEN A CRISIS OCCURED.

OUR GOALS

Our goals are:

TO SERVE KNOWLEDGE AND EXPERIENCE TO BUILD UP STABLE FOUNDATIONS FOR A SECURE ENTERPRISE DEVELOPMENT IN LINE WITH OUR MOTTO "SAFE BUSINESS GROWS FASTER" ®.

TO PROVIDE TAILOR-MADE TOOLS AND SYSTEM SOLUTIONS, KNOWLEDGE AND SKILLS TO MONITOR RISKS AND TO MAKE OPTIMAL DECISIONS.

WE ARE PROFESSIONAL AND MINDFUL

Professionalism and awareness of how important foundation is security, is a standard that allows us to be effective, discreet, ethical and law-abiding partner for our Customers.

EXPERIENCED AND MODERN

Many years of experience is a very important feature of the BSA experts.

This experience enables us to offer innovative professional services individually tailored to the needs of our customers.

TRANSPARENT AND DISCREET

Honesty and discretion is the key of success in cooperation with our Customers. Without good communication, based on integrity and confidentiality, there can be no question about the success of protecting the interests of the Client.

LAW-ABIDING AND ETHICAL

Always and everywhere we operate in accordance with applicable law and professional ethics. We use mutual legal solutions guaranteeing action in accordance with the law.

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COOPERATION-ORIENTED

Success has many fathers, while failure is an orphan. Bearing in mind this maxim for life and being aware of the importance of cooperation (especially in emergency situations), from the beginning of execution of the order, we strive to ensure the success based on cooperation with the Client and his advisers.

INNOVATIVE AND UNCONVENTIONAL

Every problem, a task which we undertake, is treated by our experts individually. There are no two identical cases.

EFFECTIVE AND RELIABLE

We react immediately. We protect effectively the business of our Customers by providing preventive solutions and help Customers who reached an impasse.

If your troubles have become a serious problem in your enterprise, the BSA is able to take actions immediately after receiving the order from the Customer. Composed and responsible, reliable and efficient consultants around you gives you a huge advantage. We approach every order and problem with due seriousness and reliability.

WHO WE ARE?

BUSINESS INTELLIGENCE

DETECTIVE BUSINESS INTELLIGENCE (DETEKTYWISTYCZNY WYWIAD GOSPODARCZY – DWG®) is often the most effective tool to take appropriate and responsible decisions. The BSA offers a much more advanced verification of contractors than any other business intelligence.

The combination of detective work and an expert opinion from a field allows our credit agency to provide customers with a precise analysis and risk assessment of the contract. Cooperation with business security agency means a greater sense of security in conducting business and establishing new business contacts.

What sets our business intelligence apart from other credit information agencies is the quality of detective services.

Properly conducted business intelligence is to protect your company from losses caused by dishonest and unreliable suppliers. It lets you „to scan” existing and future partners and to assess the risks arising from the conclusion of the contract, to know the past and career development of individual members of the board of a company or private persons. Our business intelligence agency verifies the documents and statements, and a given description of the company, comparing them with the facts by the work of detectives in the field.

We offer detective business intelligence, primarily aiming at providing a versatile material, so that you know the profile of your future partner in a manner allowing for the formation of a legal relationship or withdrawal from cooperation.

THE SCOPE OF SERVICES PROVIDED BY OUR INTELLIGENCE AGENCY INCLUDES INTER ALIA:

- EVALUATION OF THE AUTHENTICITY OF DOCUMENTS SUBMITTED BY A CONTRACTING PARTY,
- EVALUATION OF PROPERTIES OF INVESTIGATED ENTITY,
- EVALUATION OF RELIABILITY IN TRADE RELATIONS OF INVESTIGATED ENTITY,
- EVALUATION OF FEEDBACK AND MARKET POSITION,
- VERIFICATION OF FEEDBACK FROM BUSINESS PARTNERS,
- EVALUATION OF THE AUTHENTICITY OF SUBMITTED STATEMENTS,
- VERIFICATION OF CAREER PATH, WORK EXPERIENCE AND ACHIEVEMENTS,
- THOROUGH OBSERVATION OF A POTENTIAL CONTRACTOR.



STRATEGIC AND COMPETITIVE INTELLIGENCE

We conduct for our Clients a series of steps that eventually lead to the formulation of a detailed report in the scope of business environment and the risks and strong points of the involved parties.

As a result of our actions we provide the necessary data for the preliminary assessment of the degree of success of the planned expansion.

Information presented by the BSA help our Customers to correct the original business goals and adapt to market conditions and regulations.

STRATEGIC COMPETITIVE INTELLIGENCE is dedicated mainly for customers who value the security associated with the development of activities in new markets, on the territory of the country, especially in Poland.

IN ADDITION, ON REQUEST OF THE CUSTOMER WE PREPARE THE ANALYSIS OF LEGAL SOLUTIONS NEEDED TO START A BUSINESS VENTURE (LICENSES, PERMITS, CONCESSIONS) AND WE PREPARE COMPREHENSIVE LEGAL SOLUTIONS FOR THE PROPER DEVELOPMENT OF A NEW BUSINESS VENTURE.

WHAT IS THE SUBJECT OF EVALUATION AND DIRECTIONS OF OUR RESEARCH:

- A) THE FUTURE OR CURRENT BUSINESS ENVIRONMENT OF THE CUSTOMER,
- B) FINANCIAL INDICATIONS AND ANALYSIS OF THE HUMAN AND MATERIAL RESOURCES IN THE BRANCH,
- C) SEARCHING FOR "COMPETITORS" WITH FOREIGN CAPITAL,
- D) CAPITAL AND PERSONAL LINKS,
- E) THE LEVELS OF SALES INCLUDING EXPORT AND IMPORT IN THE BRANCH,
- F) THE PROFITABILITY OF „COMPETITION”,
- G) THE MAIN DIRECTIONS OF DEVELOPMENT OF THE "COMPETITORS" FOR THE SELECTED ENTITIES,
- H) EU FUNDING,
- I) DESCRIPTION OF THE BUSINESS "COMPETITOR"
- J) MARKET RESEARCH AND CUSTOMER SATISFACTION.





ECONOMIC INVESTIGATIONS AND AUDITS

ECONOMIC INVESTIGATIONS

WE CONDUCT DISCRETE, COMPREHENSIVE INVESTIGATIONS ON THE PRINCIPLES OF THE LAW.

WE PERFORM A PRELIMINARY ANALYSIS AND ASSESSMENT OF THE SITUATION, AND THEN WE DEVELOP A PLAN OF INVESTIGATION, WHICH WE REALIZE.

OUR ACTIONS ARE AIMED AT:

- FINDING PERSONS COMMITTING A CRIME TO THE DETRIMENT OF THE COMPANY,
- FINDING CRIME CAUSATIVE MECHANISMS,
- COLLECTING EVIDENCE FOR THE POLICE, PROSECUTOR'S OFFICE AND COURT OF LAW (PHOTOGRAPHS, VIDEO AND SOUND CLIPS, AND OTHERS)
- SECURING CRIME EVIDENCE COLLECTED AS A RESULT OF CRIMINAL PROCEEDINGS (CRIMINAL EXPERTISE)
- PREPARATION OF A NOTICE OF OFFENSE
- SHORTENING THE TIME OF PROCEEDINGS CARRIED OUT BY LAW ENFORCEMENT BODIES
- PROTECTING WRONGLY ACCUSED PERSONS,
- INITIATING PROCEDURE OF COMPENSATION FOR CRIME (ACTIVITIES),
- SUPERVISION OF ACTIVITIES CARRIED OUT BY LAW ENFORCEMENT BODIES,
- RECOVERY OF POSSESSION,
- PRESENTING EVIDENCE IN A CIVIL LAWSUIT,
- COMPREHENSIVE LEGAL SERVICE,
- HELP IN CRISIS SITUATIONS (SECURITY PROCEDURES, RECOVERY PLANS).

The results of our investigative activities are collected in the form of a report which may constitute evidence in future legal proceedings, criminal or civil.

Licensed detectives and experts carrying out the investigation activities are witnesses in the case at the request of law enforcement or at the request of parties application.

ECONOMIC AUDITS

ECONOMIC AUDIT IS A SERVICE SOMEWHAT SIMILAR TO THE SAFETY AUDIT SERVICE, HOWEVER IT COVERS A DIFFERENT RANGE OF INTERESTS OF THE BSA EXPERTS.



FIRST OF ALL, KNOWING THE METHODS AND FORMS OF COMMITTING ECONOMIC CRIMES, BOTH BY PERSONS WHO ARE NOT PERSONALLY LINKED TO THE COMPANY'S CUSTOMER, AS WELL AS BY EMPLOYEES OF THE AUDITED COMPANY, WE EXAMINE:

- CORRECT EXECUTION OF THE PROCEDURES APPLICABLE WHEN WORKING WITH AN EXTERNAL PARTNER;
- CORRECT EXECUTION OF INTERNAL PROCEDURES, SUCH AS IN THE FIELD OF ACCEPTANCE AND SELECTION OF SUPPLIERS;
- DEPARTMENTS ESPECIALLY VULNERABLE TO CRIMINALS, AS PURCHASING AND MARKETING DEPARTMENTS, WAREHOUSES, TRANSPORT, DEPARTMENT OF ORGANIZATION OF SUPPLIES, ETC. ;
- DEPARTMENTS PARTICULARLY VULNERABLE TO ANEMIA OF EMPLOYEE, I.E. DEPARTMENTS OF FINANCE, STORAGE, TRANSPORT;
- COMPATIBILITY OF THE STATEMENTS MADE BY EMPLOYEES WITH THE ACTUAL STATE, E.G. SICK NOTE;
- KEEPING OF A PROHIBITION OF THE COMPETITION CONCERNING FORMER EMPLOYEES OF THE CUSTOMER;
- RISKS OF INFRINGEMENT OF KNOW-HOW AND DISCLOSURE OF CONFIDENTIAL BUSINESS INFORMATION;
- PROCESSES THAT CAN LEAD TO MISMANAGEMENT;
- PROCESSES OF CIRCULATION OF THE INFORMATION AND ITS SECURITY, INCLUDING ELECTRONIC INFORMATION;
- PROCESSING OF PERSONAL DATA AND TELE-INFORMATION SECURITY OF THE ENTITY;
- ANALYSIS OF CRITICAL AREAS FOR COMPANY'S ACTIVITIES, INCLUDING AN ASSESSMENT OF THE THREATS THAT MAY RESULT FROM INTERFERENCE WITHIN THE AREAS OF CRITICAL INFRASTRUCTURE.

A REPORT OF THE AUDIT IS ANALYSED TOGETHER WITH THE CUSTOMER. IF THE CLIENT FINDS THE AUDIT UNFAVOURABLE FOR HIM, WE OFFER THE CUSTOMER TO USE THE SERVICE OF SECURITY AUDIT AND SECURITY POLICY

EVIDENCE

If your company falls victim to an economic offence, the BSA can guarantee professional actions aimed at reducing losses, finding causative mechanisms and offenders, retrieving goods and compensating losses.

Our goal is also to help prepare evidence to institute criminal proceedings against offenders, as well as to collect documents for civil proceedings.

In the event of Customer's enterprise falls victim of a crime, and enforcement agencies underestimate

the incident and discontinue preparatory proceedings- experts and detectives of the BSA will analyse the collected evidence and will gain new evidence to undertake and continue all the proceedings.

The BSA operates on the basis of necessary permits including entry in the Regulated Activity Register and detective licences.

BRAND PROTECTION

WE ARE DEALING WITH A BRAND PROTECTION OF OUR CUSTOMERS, FIGHT AGAINST CRIME CONCERNING COUNTERFEITED GOODS, FAKE TRADEMARKS, IMITATION, PLAGIARISM ETC.



WE ARE AWARE THAT:

- registered trademark is under Polish law the object of protection, not only civil but also criminal;
- having a protected trademark proves that the owner cares about the reputation of his business. This increases the company's goodwill and Customers confidence;
- it significantly reduces losses due to criminal activities.

With the development of market economy in Poland, significance of trademarks as an important element of industrial property noticeably increased.

The mark (commonly called a "brand name") serves as advertising and is a property of intellectual nature, often of considerable value of assets. Trademark is mostly a name and logo of the company, which are a hallmark of the company's image.

IN RECENT YEARS IT HAS ALSO GROWN A CRIME RELATED TO:

- placing on the market goods or services using someone else's registered trademark without any rights;
- removal or forgery of goods marking,
- counterfeiting of goods,
- imitation that violates a brand.

THUS, USERS OF THE REGISTERED TRADEMARK ARE ACTIVELY LOOKING FOR A PROTECTION OF THEIR RIGHTS NOT ONLY IN CIVIL PROCEEDINGS, BUT ALSO IN A CRIMINAL TRIAL. THE BSA MEETS THEIR NEEDS AND PROPOSES SPECIALIZED SERVICES FOR THE PROTECTION OF "BRAND", SUCH AS:

- investigation in order to reduce violations of trademarks, including search for the source of fake goods (plants), location of distribution places of counterfeit goods (warehouses, retail areas), identification of persons responsible for arranging the whole dirty business;
- registration of trademark;
- filing petitions in civil and criminal proceedings;
- representing before the court of law;
- submitting evidence in the case of violating trademark;
- cooperation with law enforcement bodies and own activities aimed at liquidation of factories producing goods with fake trademarks;
- reducing effects of launching goods with fake trademarks,
- compensation for losses resulting from criminal activity.



DUE DILIGENCE

DUE DILIGENCE OFFERED BY THE BSA IS CHARACTERIZED BY CONDUCTING IN THE AUDITED COMPANY A MULTIDIMENSIONAL RESEARCH AND ANALYSIS OF THE CONDITION OF THE ENTITY WITH REGARD TO:

- a) financial security,
- b) rules of the applicable law essential for the activities of the company and the legal rules generally applicable,
- c) rules of tax law,
- d) company security and its key resources,
- e) assessment of the value of tangible and intangible assets for the valuation of entity as well as company's functionality and its real activity,
- f) rules concerning debts (including determination of the amount of claims)
- g) proper management of human resources,
- h) transparency of financial flows including debt service.

This service is especially often used by customers who wish to acquire or take over a company, or merge companies. We recommend this service also while checking related companies in the group of companies in the case of irregularities in the functioning of companies.

Thanks to extensive contacts of the BSA, we always try to carry out our activities in the scope of the Due Diligence with a team of independent, objective and transparent auditors.

They are the experts who have the knowledge necessary to carry out an audit of the highest standards in accordance with their knowledge corresponding to the profile of the audited company.



SAFETY AUDIT

INTRODUCTION

Research in the field of economic crime, espionage and unfair competition carried out in the world and in Poland indicates a growing trend of this type of actions, and their goal is seizure, theft, sabotage, or other criminal activities aimed at gaining information or eliminating competition.

We offer you Safety Audit:

Within the framework of Safety Audit our team represented by experts in the field of security policy, physical security and technical security measures, business continuity management, IT specialists and lawyers – verify existing systems and safety in your organization.

As a part of Safety Audit, we will prepare a report, which consists of the evaluation of the existing system of security of entity; the report includes the mapping of threats and a set of recommendations to take the steps required for real and complementary security level.

PRELIMINARY AUDIT

Our audit shows the overall assessment of the existing solutions in the organization as regards safety. It identifies processes functioning in the organization, their impact on the internal and external environment, and the ability to achieve the objectives of the organization in an optimal way, to preserve the established level of safety and security.

It maps internal and external risks and threats in the organization, and also verifies the adopted organizational solutions, analyzes the internal documentation constituting the basis for the safe functioning of the organization, including organizational structure and effectiveness of the adopted solutions, also in terms of circulation and archiving of documents.

A preliminary audit determines the areas requiring protection and includes a catalogue of recommendations for the Management Board of the organization for the future implementation and maintenance of real effective system of safety and security managed in the organization complementary and efficiently.

DETAILED AUDIT

A detailed audit, in addition to the activities included in the preliminary audit, contains a thorough control of the processes and areas of activity of the organization that are considered critical, crucial from the point of view of preserving the interests of organizations and/or Customers and its/their safety.

THE SCOPE OF DETAILED AUDIT IS DETERMINED INDIVIDUALLY WITH THE MANAGEMENT OF THE ORGANIZATION.

USUALLY, THE SERVICE SHALL INCLUDE THE FOLLOWING AREAS OF ACTIVITY OF THE ORGANIZATION:

- SECURITY AND PROTECTION OF THE MANAGEMENT OF THE COMPANY
- SECURITY AND PROTECTION OF KEY PERSONS IN THE ORGANIZATION
- PERSONAL SECURITY, INCLUDING THE PROCESSES OF RECRUITMENT AND VERIFICATION OF EMPLOYEES
- SECURITY AND PROTECTION OF KEY CUSTOMERS
- SECURITY AND PROTECTION OF KEY PROCESSES
- TELE-INFORMATION SECURITY
- SAFETY OF PERSONAL DATA
- SAFETY OF CONFIDENTIAL BUSINESS INFORMATION
- PROTECTION OF CLASSIFIED INFORMATION
- PHYSICAL PROTECTION AND TECHNICAL SECURITY MEASURES
- FULL SAFETY AUDIT OF IT STRUCTURE

A continuation of the performed safety audit is usually the development and implementation of Security Policy.

SECURITY POLICY

COMPLEMENTARY AND FUNCTIONAL SECURITY POLICY

THE SECURITY POLICY is a set of rules and procedures, instructions, according to which the organization manages safety and protects its resources, including people, movable and immovable property, critical infrastructure, IT resources, confidential business information, know-how, etc.

It defines which resources can be protected, and by using of what means. This includes identification of potential types of security, scenarios of proceedings to avoid a repeat of the incident. It defines the correct and incorrect use of resources in the organization. It is important that the document is WRITTEN DOWN and known and understood by the employees. This also applies to all Customers of the organization who are users of these resources.

Therefore, based on the recommended models and standards in this field, we tailor solutions to the needs and specificity of the organization to give it the characteristics of reality and complementarity allowing for applying the provisions adopted in the practice taking into consideration the economic aspects of functioning of the organization.

Service proposed by us in the scope of development and implementation of Security Policy concerns the following issues: what is protected and how to protect critical resources, model and safety scenarios, access control, authorization levels, mechanisms for identifying and ensuring the physical and system authenticity, events tracking.

COMPLEMENTARY SECURITY POLICY MAY COVER FOLLOWING AREAS OF THE ORGANIZATION'S ACTIVITY:

- SECURITY AND PROTECTION OF THE MANAGEMENT OF THE COMPANY
- SECURITY AND PROTECTION OF KEY PERSONS IN THE ORGANIZATION
- PERSONAL SECURITY, INCLUDING THE PROCESSES OF RECRUITMENT AND VERIFICATION OF EMPLOYEES
- SECURITY AND PROTECTION OF KEY CUSTOMERS
- SECURITY AND PROTECTION OF KEY PROCESSES AND RESOURCES
- TELE-INFORMATION SECURITY
- SAFETY OF PERSONAL DATA
- SAFETY OF CONFIDENTIAL BUSINESS INFORMATION
- PROTECTION OF CLASSIFIED INFORMATION



EMERGENCY RESPONSE AND REMEDIAL ACTIONS

IN PRACTICE OF THE BSA EXPERTS, WE SEE A GROWING TREND IN PERFORMING VARIOUS FORMS OF "ATTACK" ON ENTREPRENEURS. THE EFFECTS OF THESE ACTIONS ARE OFTEN VERY PAINFUL FOR OUR CUSTOMERS, SOMETIMES CONSEQUENCES ARE DISASTROUS FOR THE COMPANY.



OFTEN NOTED FORMS OF SUCH BEHAVIOR (FREQUENTLY HAVING A CRIMINAL NATURE) CAN TAKE THE FOLLOWING PICTURE:

1. Committing the crime to the detriment of the company with a significant impact on the liquidity of the company.
2. Worker's anomie causing financial and image losses, as well as the consequences in the area of HR.
3. Bullying at work affecting the company image and negative reactions in the area of HR.
4. Fortuitous events with the participation of key persons in organization (accidents, unplanned long interruptions in business trips, failure to appear at work).
5. Fortuitous events within the company that affect the functioning of the organization, including the image of the company and future claims for damages (accidents at work, damage to property, eg. fires, natural disasters, or interruptions in the supply of media etc.)

In addition to the above, a very common and characteristic, and at the same dangerous form of attack on the company with far-reaching consequences, is the desire of causing damage to the reputation (brand) of the company with attempts to commit the offense to the detriment of our Client:

Examples:

- a) "finding" by Consumers insects, parasites, etc. in packaging or inside food products of our Customers,
- b) "finding" in the products of our Customers harmful substances, eg. acid or pathogenic bacteria in a bottle of water, finding hazardous components (glass, metal) in food products,
- c) assigning products of our Customers to false defects or features that prevent the use of these products or that may endanger the damage to health,
- d) provoking health effects through the bad use of the products of our Customers, although they have all the required certificates, eg. applying a cream to the skin of the face subcutaneously, causing burns and skin allergies allegedly caused by the use of the product, etc.

According to the BSA, the implementation of security policy in the organization after making an audit of security status to identify areas of risks for the customer is the appropriate preventive behavior.

Simultaneously, in the case of events of which we write above, the BSA is able to take appropriate steps in the emergency response.

The aim of the activities carried out, eg. within the economic investigation or detective business intelligence is an indication whether the company has fallen victim of criminal or unethical activities. If so, we point out the motives and modus operandi of perpetrators and collect evidence for future proceedings.

AS FOLLOWS FROM THE EXPERIENCE OF THE BSA EXPERTS THE ABOVE MENTIONED EVENTS AIM AT:

- a) extorting indemnity or compensation or gratification from Customer in the form of a certain quantity of products of our Customers,
- b) evoking negative influence on the perception of the Customer brand often caused by activities in conditions of unfair competition,
- c) causing negative effects by removing a particular batch of goods of the Customer from circulation,
- d) revenge of unspecified background,
- e) act of unfair competition for any other purpose,
- f) less often- extortion of the ransom.

AT THE SAME TIME, THE OBJECTIVES OF EMERGENCY RESPONSE AND REMEDIAL ACTIONS ARE:

- a) minimizing financial consequences,
- b) minimizing consequences in the area of brand image,
- c) minimizing consequences in the HR area,
- d) reducing or eliminating the tax consequences,
- e) the choice of legal solutions,

REMEDIAL ACTIONS

The primary goal of remedial actions is restoring the proper functioning of the company while supporting through information activities using the benefits of the efficient use of PR.

At the same time, the early identification and prevention of negative tax, legal and brand image consequences for the company is extremely important for all entrepreneurs.

WHEN IMPLEMENTING EMERGENCY RESPONSE AND REMEDIAL ACTIONS WE USE, INTER ALIA:

- a) know-how of Klinika Reputacji www.KlinikaReputacji.pl
- b) cooperation with our trusted lawyers, tax advisors,
- c) original solutions developed by the BSA to conduct investigative and remedial actions,
- d) psychological care and psychological training dedicated to the needs of customer (eg. in the HR area)
- e) PR agencies.

BUSINESS CONTINUITY PLANS

Undefined, suddenly occurring emergencies for which we do not have any procedures, we are not or were not prepared- usually cause legitimate concerns about the chances of continuing the work of the company.

The primary objective of ensuring proper safety and protection in the organization is to maintain the ability to respond and restore operations in the event of threats, including above all the protection of human life and health as well as assets from illegal actions.

It is also a solution for protecting organizations against the effects of natural disasters, natural catastrophes, technical failures or legal or political events in the environment of the organization.

As a result, this translates into the economic viability of the organization in surrounding environment.

BCM- Business Continuity Management is a set of procedures, instructions, according to which the organization manages actions in its activity, and their goal is to provide customers, suppliers, regulators with the availability of critical business processes in case of emergency.

Business continuity management is not a process to be executed only during a sudden event causing disturbance of the proper activity of the company, but refers to our daily activities. Its aim is to reduce the risk of incidents and emergency situations, and maintaining readiness for an immediate response, if any existed.

These issues are closely related to the identification of internal threats, including process threats, and external influences on the organization defining the risk. The process used to analyze and evaluate the risks that may arise must be managed and controlled in order to establish guidelines related to securing organizations against the effects of crisis situations, and most of all scenarios and guidelines in emergency situations should be established for the continuity of the organization.

Such action is meaningful only in the context of established threats and the real risk analysis carried out in a proper manner.

THE BSA PROVIDES A SERVICE IN THE SCOPE OF ORGANIZING AND IMPLEMENTING COMPLEMENTARY BUSINESS CONTINUITY MANAGEMENT SYSTEM IN THE ORGANIZATION INCLUDING:

1. Training for the Management Board
2. Training for persons managing business continuity and for Crisis Management Team (CMT)
3. Training for employees and suppliers.
4. External audits of suppliers and customers in terms of their impact on the organization and the ability to maintain the business continuity of the organization.
5. Business Continuity Management Policy.
6. Business Continuity Strategy.
7. Analysis of the impact on the organization, customers, suppliers, key processes- (BIA- Business Impact Analysis).
8. Risk Analysis (RA).
9. Risk Minimalize Plan (RMP).
10. Business Continuity Plan (BCP).
11. Business Recovery Plan (BRP).
12. Development of training scenarios and providing periodic training with regard to the organization's ability to maintain business continuity and verifying the correctness of the adopted system solutions in this area in the organization.

DETECTIVE SERVICES

DETECTIVE SERVICES ARE SERVICES THAT ARE LEGALLY REGULATED BY THE ACT ON DETECTIVE SERVICES.

IN ACCORDANCE WITH THE STATUTORY PROVISIONS: DETECTIVE SERVICES ARE THE ACTIVITIES OF ACQUIRING, PROCESSING AND TRANSMITTING INFORMATION ON PERSONS, OBJECTS AND EVENTS, UNDER A CONTRACT CONCLUDED WITH THE CUSTOMER [...]

- 1) IN CASES ARISING FROM LEGAL RELATIONS CONCERNING INDIVIDUALS;
- 2) IN CASES ARISING FROM THE BUSINESS RELATIONSHIP CONCERNING:
 - A) CARRYING OUT PROPERTY OBLIGATIONS, ABILITY TO PAY OR RELIABILITY OF THESE RELATIONS,
 - B) UNLAWFUL USE OF TRADE NAMES OR TRADEMARKS, UNFAIR COMPETITION OR DISCLOSURE OF THE INFORMATION CONSTITUTING CONFIDENTIAL BUSINESS INFORMATION OF THE COMPANY,
- 3) VERIFYING THE RELIABILITY OF INFORMATION FOR CLAIMS SUBMITTED TO THE INSURANCE COMPANY;
- 4) SEARCHING FOR MISSING PERSONS OR PERSON BEING IN HIDING;
- 5) SEARCHING FOR PROPERTY;
- 6) COLLECTING INFORMATION IN A CASE IN WHICH THERE IS A CRIMINAL PROCEEDING, PROCEEDING IN CASES OF TAX OFFENSES OR FISCAL OFFENSES OR OTHER, IF IN THE COURSE OF THE PROCEEDING CRIMINAL LAW CAN BE APPLIED.

IT IS VERY IMPORTANT THAT THE LEGISLATOR PROVIDED IN ACCORDANCE WITH ARTICLE 8 OF THE ACT ON DETECTIVE SERVICES FOLLOWING DETECTIVE POWERS:

THE DETECTIVE IS ENTITLED TO PROCESS PERSONAL DATA COLLECTED IN THE COURSE OF CARRYING OUT THE ACTIVITIES REFERRED TO IN ART. 2, PARAGRAPH 1, WITHOUT A CONSENT OF PERSONS WHOSE DATA ARE PROCESSED, REGARDING THE CASE CARRIED OUT BY THE ENTREPRENEUR HAVING AN ENTRY IN THE REGISTER, ONLY DURING CONDUCTING THIS CASE.

WE CARRY OUT OUR ACTIVITIES BY:

- A) OBSERVATION,
- B) DETECTIVE INTELLIGENCE IN THE FIELD,
- C) ANALYSIS OF EVIDENCE AND EVALUATION OF THE RELATIONSHIP OF DATA OBTAINED FROM PERSONAL SOURCES,
- D) QUESTIONING OF PEOPLE,
- E) ANALYSIS OF AUDIO AND VIDEO MATERIALS,
- F) ANALYSIS OF DOCUMENTATION FROM OPEN SOURCES,
- G) OPEN SOURCE INTELLIGENCE (OSINT).

TRAINING

The BSA conducts for its clients professional training in the scope of business trading security. Michał Rapacki - CEO and founder of the BSA is a lecturer at Kozminski University in Warsaw and cooperates with several training companies.

The range of subjects is wide and includes both teaching preventive behaviors to prevent economic crime committed to the detriment of entities and the transfer of knowledge necessary to take action in crisis situations.

OUR OFFER INCLUDES TRAINING OF GAINING KNOWLEDGE IN THE SCOPE OF PREVENTING CRIMES IN BUSINESS TRADING AND SPECIALIZED TRAINING FOR SELF-GOVERNMENTAL AUTHORITIES AND ENFORCEMENT AGENCIES.

- TRAINING ON CRIME IN BUSINESS TRADING,
- SELECTED ISSUES CONCERNING ECONOMIC CRIME, INTRODUCTION TO A CYCLE ENTITLED SAFE COMPANY,
- METHODS OF DISCLOSING AND PREVENTING CRIMES IN BUSINESS TRADING,
- REACTION TO CRIME COMMITTED WITH REFERENCE TO COMPANY'S ACTIVITY
- CONTROLLING EMPLOYEES USING SURVEILLANCE TECHNIQUES; LEGAL AND TECHNICAL ISSUES

TOPICS CAN BE MERGED AND MODIFIED UPON CUSTOMER'S REQUEST.

SPECIAL SERVICES

ANTIBUGGING PROTECTION

We know that nowadays information collected and processed in the company are of particular strategic and economic importance. Therefore, in the BSA offer, except of the detective business intelligence services, there are also activities designed to protect your company against uncontrolled outflow of information.

We detect any listening devices in rooms and vehicles. Our specialists will design and perform room security systems that prevent you against eavesdropping, and loss of information.

We check safety procedures, including verification of existing and development of new and complementary procedures, as well as analysis of technical and environmental risks affecting the efficient functioning of the company.



INVESTIGATIVE WORKGROUPS

For many years the BSA has been cooperating with several renowned law offices throughout the country. All these offices specialise in carrying out industrial investigations.

On request of our Customer we create investigative workgroups consisting, apart from detectives, of barristers (former prosecutors), tax counsellors and legal advisers. Such workgroups guarantee service at every stage of pre-trial and trial proceedings.

OUR SERVICE INCLUDES ESPACIALLY ALSO:

- PREPARATION OF A DETECTIVE REPORT PRESENTING CIRCUMSTANCES OF A COMMITTED CRIMINAL ACT. THIS REPORT PROVIDES EVIDENCE FOR LAW ENFORCEMENT AND DETECTIVES ISSUING REPORTS ARE WITNESSES IN THE CASE, WHICH OFTEN ALLOWS THE CORRECT CLASSIFICATION OF THE ACT AS A CRIMINAL OFFENSE.
- PREPARATION OF DOCUMENTS NECESSARY TO INITIATE INVESTIGATION BY THE PROSECUTOR'S OFFICE OR PROCEEDINGS BY THE COURT OF LAW (PREPARATION OF SUMMONS AND PRIVATE BILLS OF INDICTMENT).
- PREPARATION OF THE MOTION FOR EVIDENCE.
- PARTICIPATION IN THE PROCEEDINGS (WHICH IS ESPECIALLY IMPORTANT FOR MANAGEMENT BOARD MEMBERS AT THE INITIAL STAGE OF PROCEEDINGS).
- CARRYING OUT ADHESION PROCEDURE.
- CLAIMING AS HIGH COMPENSATION AS POSSIBLE.
- REPRESENTING THE CUSTOMER BEFORE THE LAW ENFORCEMENT BODIES.
- TAX INVESTIGATION IN THE SCOPE OF SETTLEMENT OF LOSSES IN THE INCOME TAX AND THE VAT TAX, AND IN THE COURSE OF TAX CONTROL.

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CONTACT

BSA ŚLEDZTWA I AUDYTY GOSPODARCZE SP. Z O.O. S.K.

*Spektrum Tower Building
18 Twarda Steet
00-105 Warszawa
LPTC Office*

*E-mail: info@bsagency.pl
Tel: +48 513 126 503
E-mail: sekretariat@bsagency.pl*





BUSINESS[®] SECURITY AGENCY

ŚLEDZTWA I AUDYTY GOSPODARCZE

*Spektrum Tower Building
18 Twarda Street
00-105 Warszawa
LPTC Office*