

# Security/Visitors Policy



## 1. PURPOSE:

In order to assure the safety and security of Company associates, its visitors, and its property and to ensure that only authorized personnel have access to the Company facilities, the following policies have been adopted:

## 2. POLICY & PROCEDURE:

- **Passes:** All non-associates on company property must be issued a pass by the appropriate administrative associate or receptionist. Passes shall be properly designated as "Visitor" or "Contractor."
- **Off-duty Associates:** Associates are not permitted access to the interior of the facility and other working areas during their off-duty hours.
- **Visitors:**
  1. All visitors to the Plants or Offices must sign in and out according to the prescribed register.
  2. All visitors will be issued a dated visitor's pass which should be returned to the issuing party when signing out.
- Any unauthorized visitor failing to secure a pass will be asked to leave the premises until one can be obtained.
- **Suppliers, Contractors, Delivery Personnel**
  1. Truck drivers will use their Bill of Lading as an acceptable ID; however, such persons shall not be permitted outside their normal areas of pick-up and delivery without being escorted by an appropriate associate.
  2. Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- Individuals entering Company grounds for the purpose of picking-up or dropping off individuals will not be allowed outside of their vehicles unless they have been provided an appropriate pass
- **Safety:** All associates and non-associates are to comply with all safety rules, regulations, and policies while on company property or in Company vehicles.