Security Badge Policies and Procedures

General

Security is a key component of operations at XXX. All of the Company’s locations are shared with other entities; the XXX portions of those facilities must be kept secured and locked at all times to prevent unauthorized access. The Company’s business involves the handling of confidential data that is subject to federal and state privacy rules and regulations. We also provide assurances to our customers that their data is secure with us. The Company uses a badge card for access and individual identification purposes within XXX facilities.

Home Office

All associates, contractors, temporaries and guests are required to wear their card access/ID badges or temporary visitor’s sticker at all times while in the Company’s facilities. These badges also provide access to the building parking deck. Security staff and co-workers use these to identify authorized individuals. Some of the key points for successful adherence of this policy are:

- Wear your badge so it is visible to others at all times when in the facility
- All visitors must check in at the 2nd level building security desk and be issued a temporary visitor’s sticker which must be displayed at all times while on the premises.
- Visitors must be greeted and escorted at all times by their Company host
- Those individuals who are issued a badge and forget them must check in at the security desk to receive a temporary badge. Temporary badges must be returned at the end of the day.
- A lost badge must be reported to XXX immediately. This will allow XXX to cancel and reissue a new badge.
- Associates should be aware of individuals who “piggy-back” into the building as they enter or exit. It is each associate’s responsibility to challenge any individual including visitors, vendors and others who do not display the proper identification.
- Badge issuance
  - All associates are issued a badge with access to general XXX facilities
    - This is addressed through the new hire form
    - Any changes to access must be approved by appropriate managers
  - Access limits are generally provided as follows but not limited to:
    - Associates – 24/7
    - Contractors – 6AM to XXX
    - Temporaries – 7:30AM to 5:30PM
  - Access to the Human Resources area is limited to 8AM to 5PM for all except HR associates.
  - Access to the various file rooms are limited to those that need access and are approved by the appropriate manager.
  - Access to various IS data areas are limited only to those that require access and must be approved by the CIO
  - Others
- Building operations personnel - 24/7
- Security staff – 24/7
- Cleaning staff – issued by security desk for each shift
- Landlord representatives
  - Vendors
    - Badge issuance is controlled by XXX and Information Systems.
    - Those vendors that are in the facilities on a daily basis or multiple times a week may be issued limited access badges All others are required to check in at the security desk to receive a temporary badge.

- This policy and its application is the responsibility of the Cross Functional Security Team consisting of representatives from XXX, Information Systems, and Human Resources. Any exceptions to the policy and its operation should be presented to this team for review.

**Field Offices**

All associates, contractors, and temporaries are required to wear their card access/ID badges at all times while in the Company's facilities. Co-workers use these to identify authorized individuals. Some of the key points for successful adherence to this policy are:

- Wear your badge so it is visible to others at all times when in the facility
- Visitors must be greeted and escorted at all times by their Company host
- A lost badge must be reported to XXX immediately. This will allow XXX to cancel and reissue a new badge
- Associates should be aware of individuals who “piggy-back” into the building as they enter or exit. It is each associate’s responsibility to challenge any individual including visitors, vendors and others who do not display the proper identification.
- Badge issuance
  - All associates are issued a badge with access to general XXX facilities
    - This is addressed through the new hire form
    - Any changes to access must be approved by appropriate managers
  - Access limits are generally provided as follows:
    - Associates, Contractors, and Temporaries – 24/7
  - Others
    - Building operations personnel - 24/7
    - Security staff (if applicable) – controlled by building management
    - Cleaning staff – controlled by building management

- All others are required to have authorized escorts while on the premises

- This policy and its application is the responsibility of the Cross Functional Security Team consisting of representatives from XXX, Information Systems, and Human Resources. Any exceptions to the policy and its operation should be presented to this team for review.