

	VISITORS POLICY	Form No: DOC-12
		Effective Date: 15.05.2015
		Rev No: 5
		Reviewed on:10-10-2022

Visitors Policy

➤ **Scope**

- This policy applies to all employees. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors) Clients, contractors, external vendors, auditors, stakeholders etc. and the public.

- To protect the visitors, safety and security of EP workplace and workforce, protect the confidentiality of company operations, avoid distractions and maintain safety standards.

- Allowing strangers to wander through company facilities will pose risks. Visitors can not only distract employees from their work and cause an accident, but can also expose themselves to danger of which they may not be aware. Company’s confidentiality may also be at risk.

➤ **Responsibility:**

EP employee (who is entertaining the visitor)

➤ **Entry Timings:** From Gate # 1: 8:00 am to 5:00 pm

From Gate # 2: 24 hrs. Operation

In case of an emergency, all gates (1, 2 & 3) will be operational.

➤ **Policy elements / Procedure:**

Upon arrival:

The below mentioned rules are to be strictly complied to:

- Visitors/contractors are not allowed inside the factory premises without the prior approval from the Management (the relevant Department Head).

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Any visitor/contractor who obtains approval from the EP Management:

- Will be issued a visitor’s badge from the security room to clearly distinguish him as a visitor.
- Visitor must have to show vaccination certificate/card at the security gate to access the site. Without vaccination certificate/card entry to EP site will not be accessed.
- He/ She will be required to submit his Emirates ID/ EID number to the security guard at the security room. (Upon failure of submission of the ID/ EID, entry will be denied.)

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- Visitor have to present his COVID 19 vaccination certificate.
- Temperature screening will be done and all visitors will be required to wear a face mask, gloves & sanitize their hands before entering our facility. If the visitor does not have the required PPE's, they will be provided.
- The screening should only take a couple of minutes. The visitor will be screened for flu-like symptoms, such as cough, fever or chills, or shortness of breath or difficulty breathing and will not be able to visit the EP facility, if symptomatic.
- During the working hours, the security team member will escort all visitors to the reception area and the receptionists will inform the relevant EP employee about the visitor & escort the visitor to the meeting room.
- After working hours, all visitors will be attended by the security guard at Gate # 2 and the guard will inform the relevant department.
- All visitors must be accompanied by an EP employee for guidance and to ensure unauthorized entry to the EP premises and unsafe areas.
- Visitors are only allowed during working hours. If need be, After-hours visitors must have written authorization from [Administration/Management.]

Social distancing and personal hygiene measures:

- All visitors are also expected to follow the 6 feet apart social distancing policy and must maintain a distance from the EP employees. If certain spaces or areas at the EP premises have limits on occupancy or are off limits altogether, they will be notified to the visitors.
- All visitors MUST wear the Personal Protective Equipment (Face Masks, Gloves, Shoe Covers, etc.) provided to them, during the period they remain on the EP premises. If need be, Coveralls & hair nets will also have to be worn.
- Perform hand sanitization when entering the meeting room and upon leaving the meeting room.
- Practice cough & sneeze etiquette – Cough into your elbow or into a tissue (covering both your mouth and nose), not into your hands. Dispose used tissues safely in hazardous waste bin located at the reception / meeting rooms. Then wash your hands.
- During the period of the Pandemic and in order to ensure the health & safety of all, handshaking is also discouraged.
- Washrooms, pantries / common areas will be off limits for all visitors, except in cases of emergencies.
- All visitors must follow the displayed signage in all areas.









After the visit:

- The EP employee will escort the visitor to the security team member at the exit gate.
- Proper sanitization/ disinfection of all the contact areas to be done after the visitors leave the EP premises

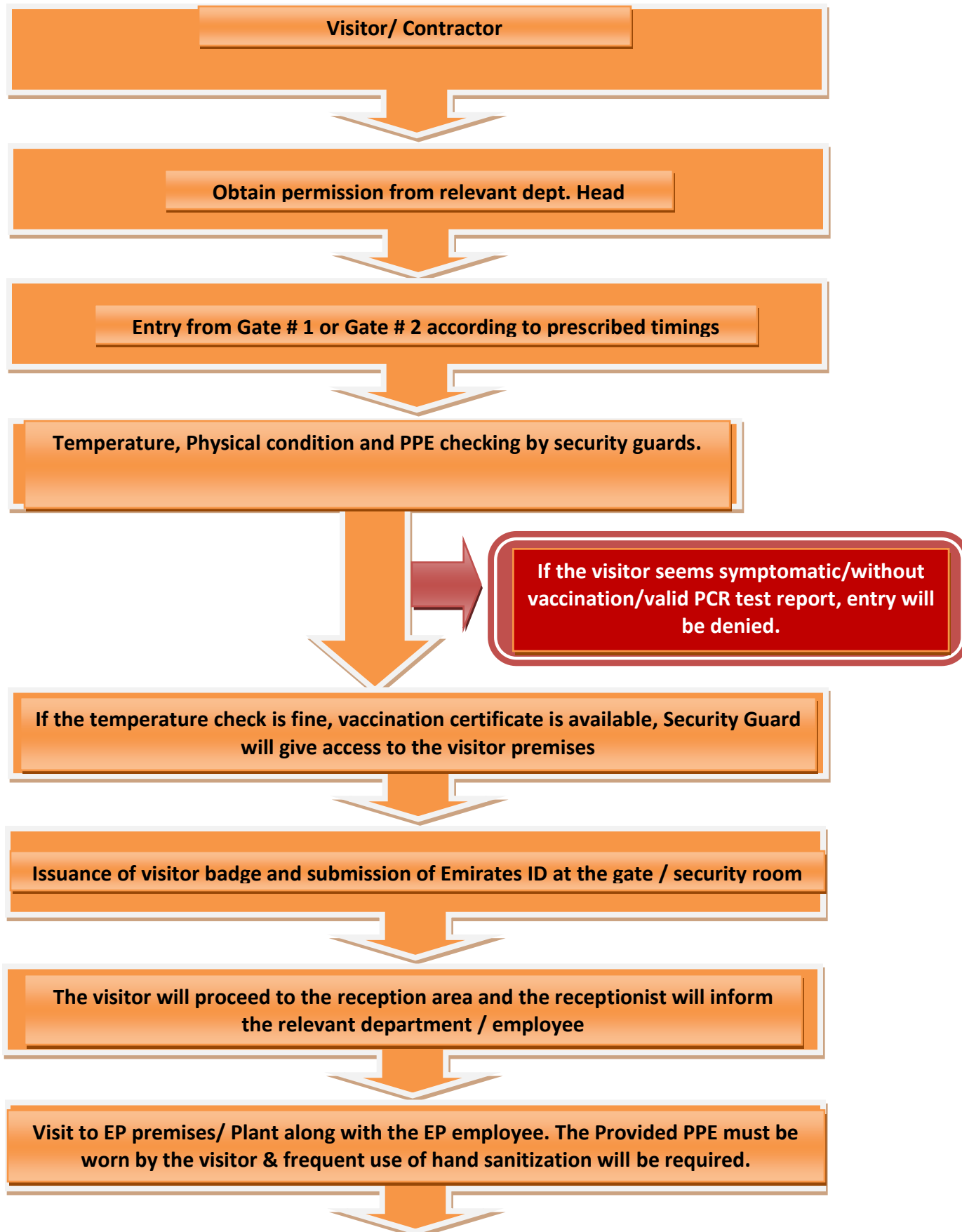
These guidelines are part of our measures to ensure the highest level of service, and a hygienic environment for the delivery of our products to you.

Thank you for your cooperation and understanding.



General guidelines applicable to all			
	Thermal scanning/ Temperature Monitoring		Hand wash & sanitizer
	Face mask		Hand gloves
	Food with social distancing		Sanitization / disinfection of the visitor contact area.
	No non-essential visitors		Covid test report / doctor's visit recommended to symptomatic employees/ visitors (as per requirement)

Flow Chart



All visitors and contractors required to maintain the recommended Social Distancing measures at the EP Premises

Submission of the visitors' badge and return of the Emirates ID after the completion of visit

Sanitization / disinfection of the visitor contact area to be done.

Meeting/ Plant tour to be conducted under the prescribed guidelines, with EP escort / employee

Submission of the visitors' badge and return of the Emirates ID after the completion of visit

Sanitization / disinfection of the visitor contact area to be done.