

	VISITORS POLICY	Form No: DOC-12
		Effective Date: 15.05.2015
		Rev No: 5
		Reviewed on : 10-09-2020

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.
- 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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- 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 to by the security guard at Gate # 1 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

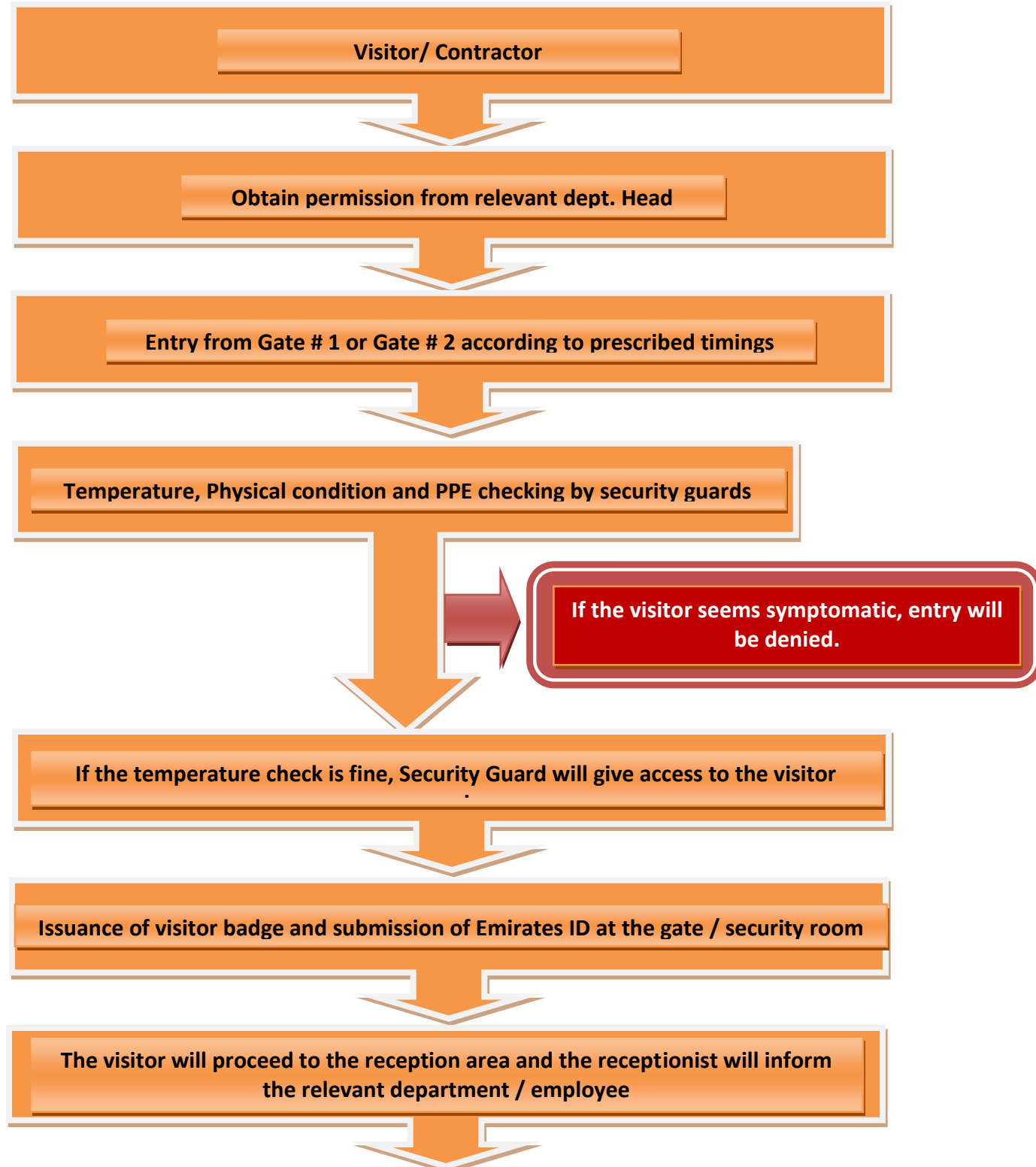
These guidelines are part of our measures to ensure the highest level of service, and a hygienic environment for the delivery of our products to you.

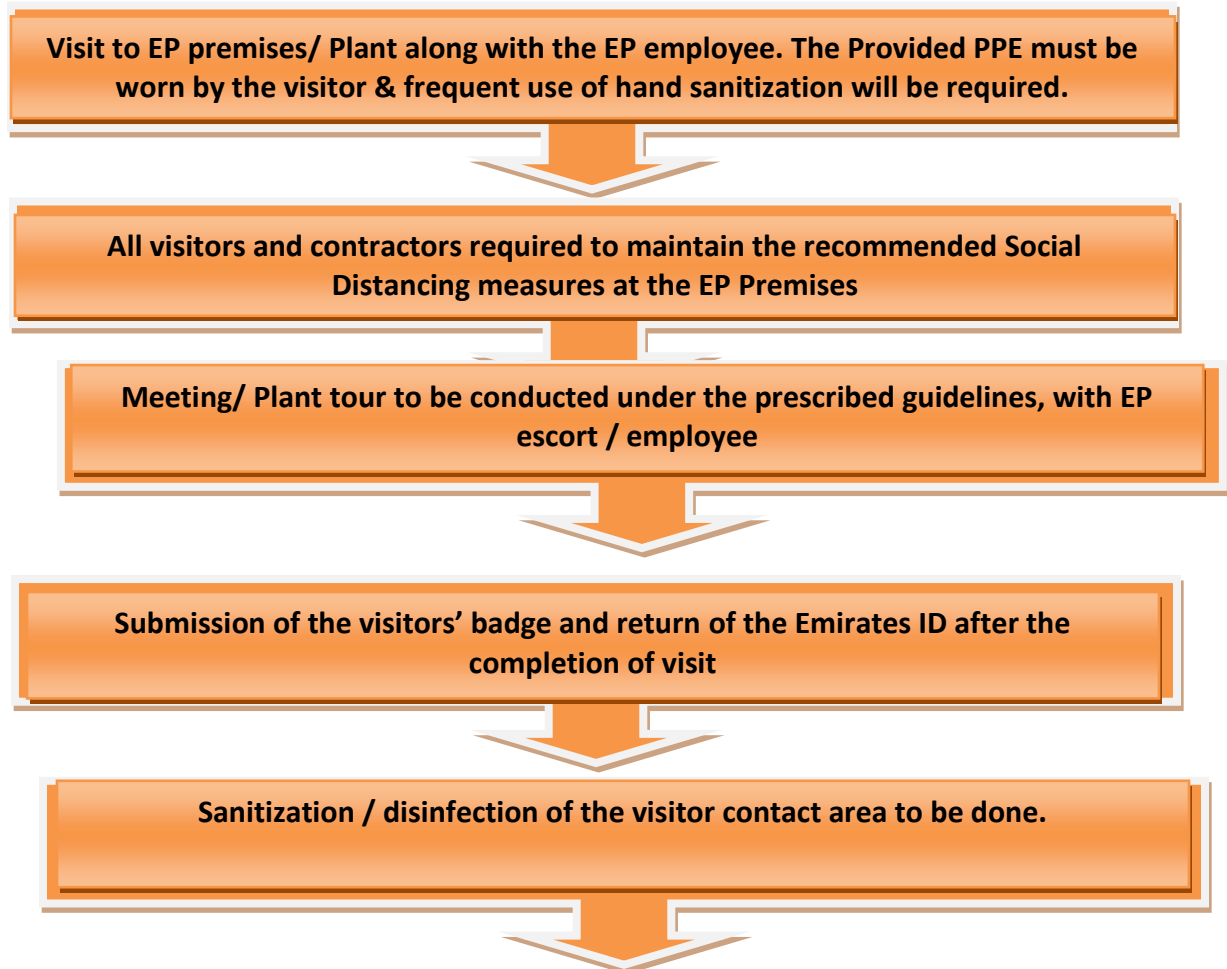
Thank you for your cooperation and understanding.



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)

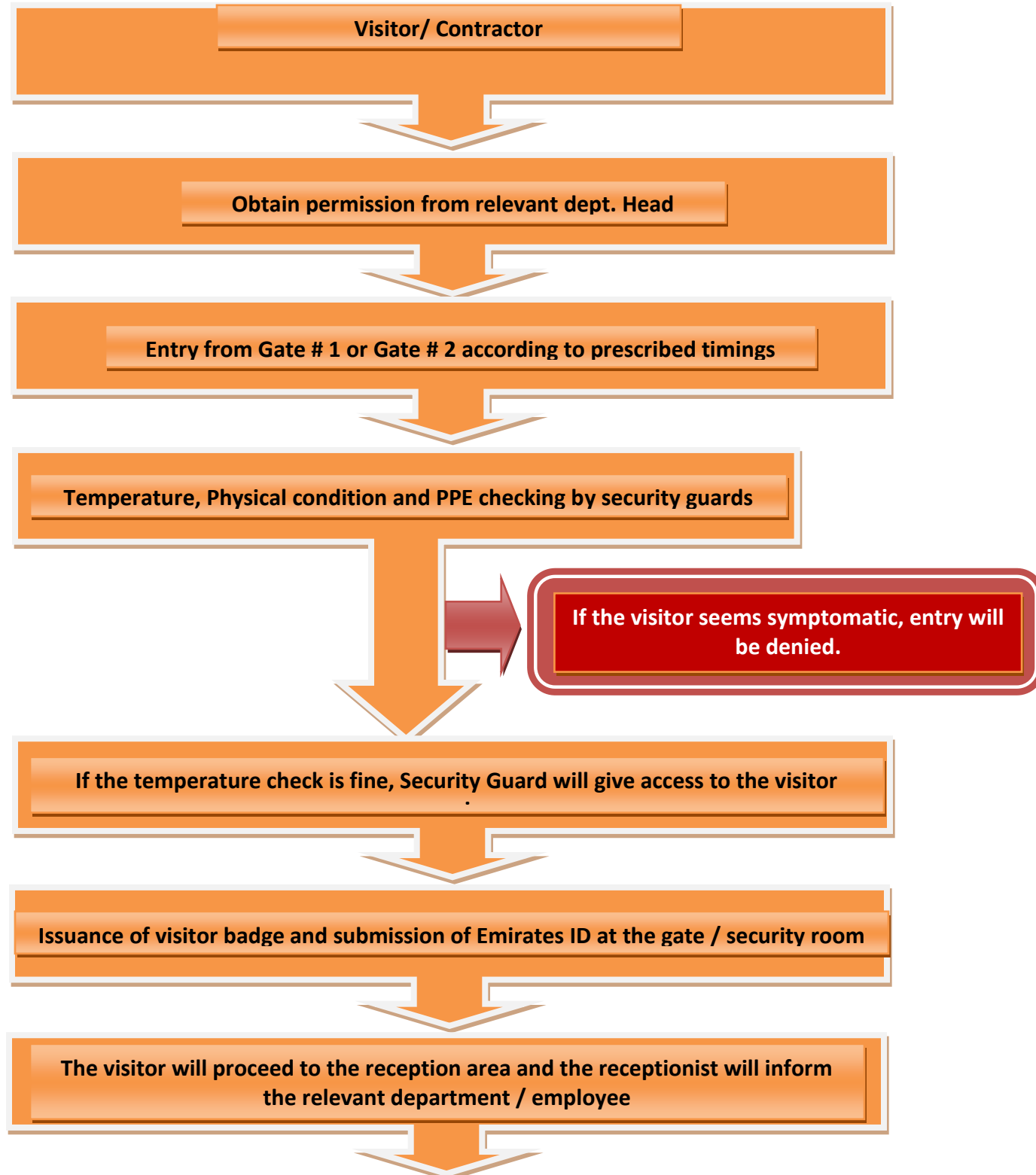
Flow chart





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Visit to EP premises/ Plant along with the EP employee. The Provided PPE must be worn by the visitor & frequent use of hand sanitization will be required.

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.

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- 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:

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).
- **Any visitor/contractor who obtains approval from the EP management should :**
 - be issued a visitor’s badge from the security room to clearly distinguish him as a visitor.
 - Submit his Emirates ID/ EID number to the security guard at the security room.
Upon failure of submission of the EID/ EID number, entry must not be allowed.
- During working hours, all visitors must proceed to the reception area and the receptionists will inform the relevant EP employee about the visitor.
- After working hours, all visitors will be attended to by the security guard at Gate # 1 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.*]

Reviewed by MR / HSE Officer

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- Common areas, like lobbies / washrooms may be open to visitors. We advise our employees to only permit visitors in those areas for a short time and for specific reasons. Employees are responsible for accompanying any of their underage visitors at all times.
- Contractors, suppliers and service vendors, technicians, etc. can enter our premises only to complete their jobs. Front-desk employees / guards are responsible for providing contractors and vendors with badges and for instructing them to wear those badges at all times on our premises.
- Anyone who delivers orders, mail or packages for employees should remain at the building's reception or gate. [*Front office employees/ security guards*] are responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request.
- Front-office personnel must sign for and disseminate all business orders and mail.
- Large deliveries (e.g. supplies) should be delivered to designated spaces (e.g. warehouses.) Security guards should check appropriate documents, like bills of lading/ delivery notes etc, before allowing access to delivery vehicles.
- **Solicitation.** In accordance with our non-solicitation policy, visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy will be escorted out.
- **Restricted areas:** Employees may not bring or accept visitors in areas where there are machines or chemicals, confidential records or sensitive equipment, unless necessary & only with prior approvals of Management.
- Representatives of regulatory bodies and stakeholders (e.g. investors/ auditors etc.) may be exempted, if they have received official authorization from [*HR/ Security Officer/ Management.*] In these cases, employees should provide visitors with the necessary badges and protective gear / equipment to enter the premises, as per requirement.
- **The following are strictly prohibited on the EP premises:**
 - Taking samples of raw materials or finished goods from the factory.
 - Photography and use of mobiles or cameras.
 - Smoking, narcotics, betel nut etc.

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- Eating & drinking is only allowed in the designated areas.
- Upon hearing the long fire alarm, all visitors must immediately reach the assembly point, guided by the EP employee.
- **Unauthorized visitors**

Security staff who spots unauthorized visitors may ask them to leaves. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.

Employees who spot unauthorized visitors may refer them to [*HSE Officer / Guards/ Administration Dept.*]

Disciplinary Action











Employees who violate this policy may face disciplinary consequences in proportion to their violation. HR will determine how serious an employee's offense is and take the appropriate action:

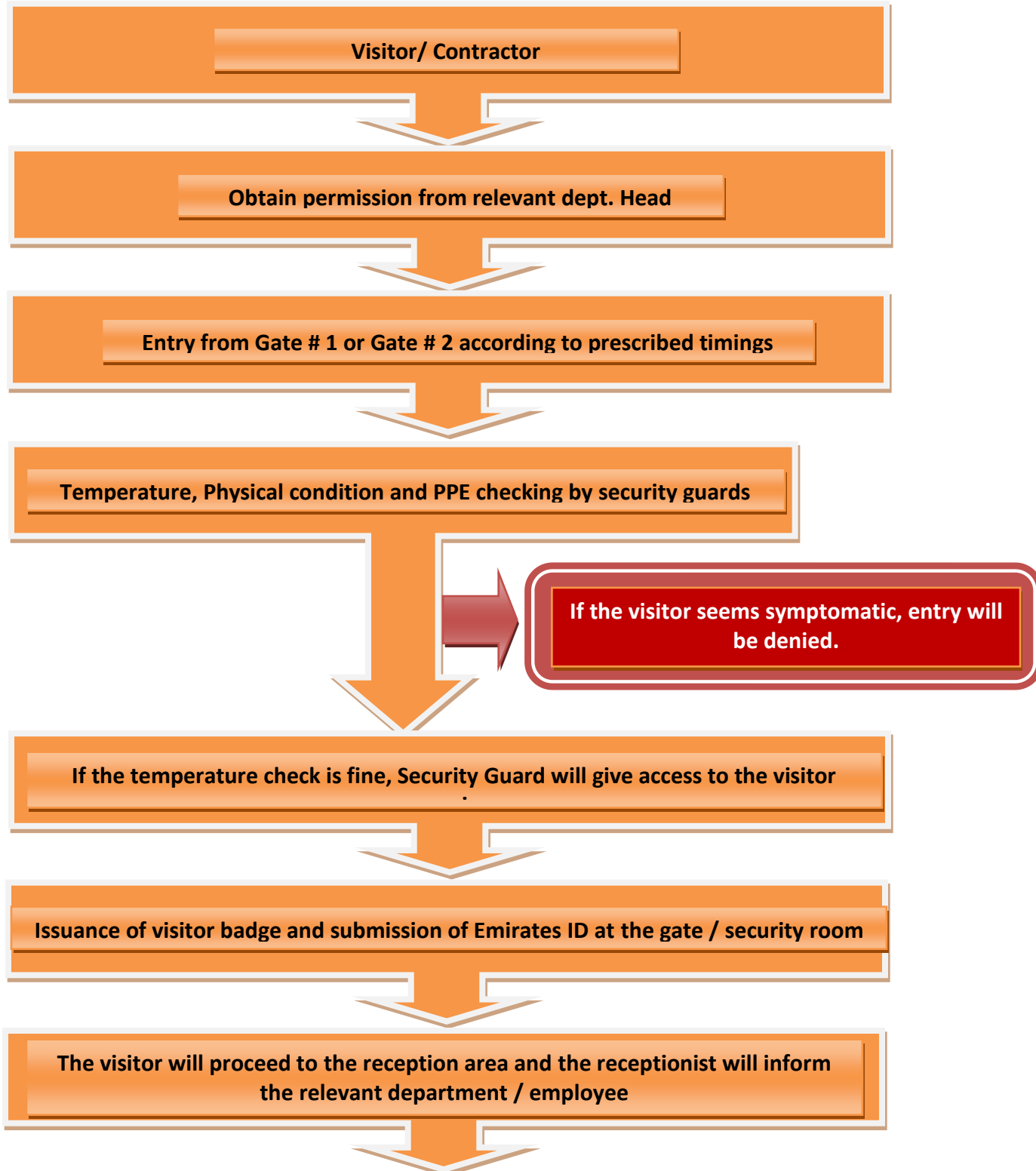
- For minor violations (e.g. bringing in personal visitors without authorization), employees may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), employees may face severe disciplinary actions up to and including termination.
- Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on the company premises. They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they don't conform, they may be escorted out or face prosecution if appropriate.
- Crossing yellow lines and entering the Operations areas is prohibited, unless required or permitted by the Operations group, otherwise.
- The EP premises is a vehicle movement area, so all visitors must be cautious on the shop floor & in the parking areas.

Protocol for Prevention of Virus/ Pandemic/ Diseases, etc.

- In case of a virus/ pandemic outbreak. All visitor entry must be restricted at the EP premises.
- Exception may be made in case of regulatory bodies, stake holders, auditors, etc. as per prior approval from the Management.
- Face to face Meetings with all stakeholders is advised during the pandemic period. Interaction through the digital mediums is preferred.
- If a face-to-face / personal meeting is unavoidable, then the meeting should be held for a minimum period of time in a large meeting room, with a limited number of visitors (as per approval of the Management) . All visitors / employees should maintain social distancing measures & sit at least 6 feet apart from each other.

- If any visitor seems symptomatic, he will not be allowed to enter the EP premises. A doctor’s visit will be recommended or proof of covid clearance test will have to be provided otherwise.
- All visitors in addition to the above mentioned protocol will have to undergo Temperature checks/ monitoring.
- All visitors MUST wear the Personal Protective Equipment (Face Masks, Gloves, Shoes 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.
- Frequent use of hand sanitizers is also mandatory.
- All visitors are also expected to follow the 6 feet apart social distancing policy and Must maintain a distance of 6 feet 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.
- During the period of the Pandemic and in order to ensure the health & safety of all, handshaking is also discouraged.
- Washrooms and common areas will be off limits for all visitors, except in cases of emergencies.
- All visitors must follow the displayed signage in all areas.
- Proper sanitization/ disinfection of all the contact areas to be done after the visitors leave the EP premises.
- EP Plant disinfection and sanitization is must on weekly bases from a DM approved supplier.

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)
	Identification of Hospital/clinics in the nearby area, which are authorized to treat COVID-19
	Do not believe on rumours and don't spread them

Flow chart

Visit to EP premises/ Plant along with the EP employee. The Provided PPE must be worn by the visitor & frequent use of hand sanitization will be required.

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

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

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