

## General

- The personal safety of our workforce and environment is number 1 priority at Power Products, LLC.
- To ensure the protection of all our employees and visitors, please read and follow this criteria.
- All employees, contractors and vendors requiring access to the facility will be issued an access control card, hereby referred to as the "Badge."**

## Employees

- Badges must be worn** and visible at all times while on Power Products, LLC property.
- Badges must be scanned** at the entrance each and every time you enter the facility.
- Allowing other employees into the facility without scanning i.e. **"PIGGYBACKING" is prohibited.**
- New or Temporary employees** must enter through the main entrance when reporting for first day of work.
- DO NOT** allow fellow employees into the facility without scanning, contact a supervisor for assistance.
- DO NOT** allow any unknown person(s) into the facility under any circumstances, contact a Supervisor for assistance
- Forgot your card**
  - In the event you forget your badge, **during business hours**, proceed to the main entrance for access to the facility. See the receptionist for issuance of a temporary badge for use that day.*
  - In the event you forget your badge, **during non-business hours**, contact your supervisor for access to the facility.*
- Note:** *Employees will only be allowed to use a temporary badge for two (2) consecutive days.*

## Contractors / Visitors

- All contractors and Visitors must be pre-registered** on the visitors log via the DARTboard portal or by contacting the receptionist directly via email.
- Contractor(s)** performing work in or around the facility are required to register at reception and issued a badge.
- Visitors** are required to register at reception and issued a visitor ID name tag or visitor badge.
- Note:** *Visitors issued a ID name tag require Power Products, LLC escort at all times.*
- Should you observe suspicious activity or events, please report to your Supervisor immediately**

***Your cooperation in supporting a safe work environment for all employees and visitors is greatly appreciated!***