

Revision Record

Description	Revision	Created Date
ORIGINAL RELEASE	0	03/05/06
Company Name Changed	A	17/07/06
Procedure revised based on EHS audit Clauses 4.5,4.8,4.9 & 4.13 modified	B	01/06/07
Clause 4.12 added to include verification of vehicles for shipment. Clause 4.15 & 4.16 added to include the resolution of any discrepancy of in / out cargo.	C	02/02/08
Following clauses modified C Cl 4.21 – Empowerment for security staff to challenge un authorized person entering the facility 1 4.14 - Stretch wrap ,Seal verification added	D	19/06/08
Cl 4.25 Suspicious activities to be informed to Admin within 24 hours added	E	5/06/09
SFO Revision changed to 1.0 as per migration of documents to share point portal	1.0	11-10-2010
<i>Modified incorporating C-TPAT requirements</i>	2.0	07/05/2013
Document Reviewed No updation	3.0	12-09-2018

Provide Put tick mark on appropriate column

WIP	Use up		Rework		Reject		NA	√
FG	Use up		Rework		Reject		NA	√
Raw Mtl	Use up		Rework		Reject		NA	√

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*OIR : ORIGINATOR INITIATED REVISION

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1. PURPOSE

To provide for a dedicated, disciplined, skilled, professional and trained security system to protect the integrity, security and to regulate the orderly proceedings of the Company in accordance with the provisions of rules and procedure.

2. SCOPE

This procedure is applicable for all security functions of the company with regard to personnel and material movement, security training, duties of security personnel and handling of visitors.

3. RESPONSIBILITY

3.1. Head of Corporate Security shall be responsible for the smooth implementation of this procedure.

3.2. HRD shall be responsible for providing awareness and training of this procedure to employees.

4. PROCEDURE

4.1. MOVEMENT OF EMPLOYEES

4.1.1. Security shall allow entry to employees with valid IDs only and are designated to works in that facility. The employees shall record their entry/exit to the facility through biometric access. They shall carry with them only the minimum possible and essential personal belongings.

4.1.2. Employees shall be subjected e scanning, physical frisking and examination of the baggage/container during entry/exit by the security.

4.1.3. Employees should not leave their respective duty place without proper authorization (*Permission Slip*) during duty hours.

4.1.4. Executives shall record their exit (*authorized by superior*) during working hours in the specified register maintained at the front office/security point.

4.15 Security shall check/frisk/scan any person/container/vehicle during its entry/exit to the company premises with a view to ensure that no unauthorized carrying of company materials takes place

4.2. MOVEMENT OF VISITORS

4.2.1. Visitors viz. *clients/customers/vendors/service-providers etc* specifically requested by the company - after having positively identified through any of the government issued photo-IDs viz. *Passport, Election-ID card, PAN card, Driving license, IDs issued by other competent government authorities etc.* only shall be allowed entry to the facility.

4.2.2. All such visitors who have secured 'CSEZ-entry-pass' through the company, should share his/her ID details, purpose of visit, time of visit etc in the Visitor's-register kept at the security/front-office points. Visitors shall be allowed entry to the facility, only if the company deems it absolutely necessary. In this regard, security shall wait for the express consent from the company authority concerned/reception.

4.2.3. If entry is allowed to the visitor, security shall ensure after proper examination that he/she is cleared of all sorts of security risks. Movement of the visitor shall thereafter be guided by the employee to whom the former is escorted to by the security/receptionist. Visitors shall be accompanied always by an employee. Visitors are allowed to visit only the specified area and for him all other space in the facility is out of bound, if not allowed by the escorting personnel. Security shall not allow unattended visitors stray inside the facility, for any reason, and if so found shall be challenged.

4.2.4. ID-tag and 'SAFTY PASSPORT' shall be issued to visitors, who are required to display the ID-tag at all time, while within the facility and shall return it when leaving the facility.

4.2.5. The visitor shall be cleared out of the company premises immediately after the purpose of his visit is over. He shall not be allowed to stray around the facility after

the appointed time. Employee to whom the visitor is entrusted shall be responsible for this.

4.3. GOVERNMENT OFFICIALS

4.3.1. Government officials visiting the facility are also required to obtain 'CSEZ-entry-pass' before entering the zone. However, they shall be allowed entry by competent company authority on demand after disclosing their identity and purpose of visit. They shall be escorted by an employee in side the facility all the time. 'SAFTY PASSPORT' can be severed to them as well.

4.4. MOVEMENT OF MATERIAL/VEHICLES

4.4.1. Vehicles/materials shall not be allowed out of the company premises without valid authorization - *gate-pass* – wherein it shall be clearly marked whether the material moved in/out is returnable or not and the authority ordering the movement. Security shall record the movement of the material/vehicle in the register concerned providing the vehicle details, identity of the driver, date & time etc.

4.4.2. The security shall ensure that the *gate-pass* is signed by an authorized employee.

4.4.3. All incoming materials/goods to the facility shall be routed through the main store for the purpose of accounting. Materials moved to the facility from the store shall be documented at the security point by collecting a copy of the *gate-pass* and recording the number, from to, date & time, vehicle number, name of the driver and DL numeral etc in a separate register. They shall ensure that the packets are intact and its numbers tally with the invoice.

4.4.4. Security shall verify all the in-coming goods-packets to the store with reference to the invoice-copy and shall ensure that CSEZ entry seal is stamped. Necessary particulars shall be documented.

Security shall check any vehicle leaving the premises of the facility to ensure that no property of the company is taken outside without authorization. They shall collect copy of the *gate-pass* and retain for future reference. They shall ensure that the *gate-pass* is properly authenticated by competent company staff, destination noted,

number of items in the container tally with that noted in the pass and that the load is properly acknowledged by the carrier.

4.4.5. In case of any discrepancy noticed in the incoming/outgoing shipments, security shall inform the details to administration in charge, who shall inform the discrepancy in writing to Logistics/Store in charge to resolve the same.

4.5. **MOVEMENT OF SHIPMENTS**

4.5.1. Security shall verify the physical condition of the goods packet being dispatched from the facility for *any tampering on packaging, stretch wrap & sealing*. He shall verify the goods-packet with reference to the Invoice Copy pasted over the package and details documented as stipulated.

4.5.2. Before allowing transit of goods security shall ensure that the vehicle for shipment of finished goods are having closed containers and that the vehicle is security-sterile. They shall scan the vehicle thoroughly and prepare the '7 point check-list' in Format No. A2001Rev:1.0. Ensure that no unauthorized/unmanifested materials are carried into/taken out of the facility through the vehicle. The check-list prepared shall be furnished to the shipment authority and a copy retained.

4.5.3. Packing & Shipment area shall be kept out of bound to all, except, those whose presence is essential in dealing with the business there. Entry in the area shall be through the front door. All the employees/visitors who are allowed entry to the area

4.5.4. shall record it in the register concerned. Nobody without a specific task to accomplish within the area shall be allowed to remain/idle there.

4.5.5. Details of the vehicle/trailer and its driver (*Driving License particulars*) used for shipment & the Photo-Id particulars of the shipping agent shall be recorded in

a separate register maintained at the security point at the shipping area. ID particulars of all the personnel who chanced to access the shipment area shall also be recorded regularly and systematically.

4.6. OTHER DUTIES OF SECURITY PERSONNEL:

4.6.1. The Security Personnel on duty shall perform the following functions, of the company, namely:

- (a) to enforce the regulations/rules/procedures impeccably, impartially, honestly and faithfully observing the highest standards of ethics & integrity;
- (b) to protect the life, property, and dignity of all employees and visitors in accordance with the law & procedure;
- (c) to protect all properties including vital installations and establishments of the company and act vigilantly against wrong-doers;
- (d) to promote & protect arrangements ensuring security and peace;
- (e) to protect from danger, mischief and nuisance;
- (f) to prevent pilferage/theft in the facility;
- (g) to help bring to light & book the offenders;
- (h) to provide all reasonable help when affected by natural or manmade disaster, calamity or accident;
- (i) to collect, examine and, if necessary, to disseminate information in support of all activities and in the maintenance of company security;
- (j) to obey and execute lawfully all lawful commands of superiors and competent authorities, pay due respect, and deal them with due dignity;

(K)to uphold rule of the law and maintain the highest standards of internal discipline;

(l)to instill a sense of security among the employees/visitors in general;

(m)to discharge such other functions as may be assigned to them from time to time;

(n)to be conversant and sensitive to the unit specific security requirements;

(n) to familiarize the location of different units/sub-units, the alarm system, main control panel of power supply and its operating system, with a view to assist the staff concerned in containing any crisis/emergency;

(o) to hoist/lower the National flag at the specified place, date and time;

(o) to conduct patrolling during night time to protect the integrity & to ensure that things are in order in the facility;

4.6.2. Security personnel should attend all the telephone calls after office hours and on holidays. Messages received should be clearly communicated to the persons concerned at the earliest.

4.7. HANDLING OF KEYS

4.7.1. All the keys of the facility shall be under the custody of the security with proper accounting in the Key-register.

4.7.2. Requirement of keys during off-duty hours shall be endorsed by the department head and shall be used under the supervision of the security.

4.7.3. All employees of the company should be made aware of the companies' security guidelines. HR department should provide training in the security

4.7.4. procedure of the company to all new employees at the time of their induction.

4.8.3 Copy of the security procedure shall be accessible to all employees and made available at all security points & notice boards. Any changes in the existing security procedure shall be brought to the notice of all employees by displaying the changed procedure in the notice board.

4.8. GENERAL

4.8.1. Personnel shall be encouraged to be sensitive and responsive in matters affecting the cargo integrity, unauthorized access and theft of property.

4.8.2. Information regarding any security breach - internal conspiracies/suspicious activities etc shall immediately be brought to the knowledge of the unit head through their contact numbers exhibited at all the security and other vantage points.

4.8.3. Identity of the informants shall be kept confidential and will be rewarded.

4.9. EMERGENCY RESPONSE

4.9.1. During emergency employees on duty shall act as stipulated in the Emergency Response Procedure, Doc No. 62190002.304.