LONG TERM CONTRACTOR FACILITY ACCESS POLICY

This policy is applicable to all long-term Contractors/Suppliers granted a facility access badge pursuant to Section 1.9 of the PCB User Guide: Visitor Notification Policy (LC1003).

1. Unless escorted by a PCB employee, your access is restricted solely to the area (including common areas) in which access has been approved and is necessary in order for you to perform your intended function.
2. Do not use cameras, audio recording equipment or video equipment in the facility unless prior documented approval is obtained from a member of the PCB Senior Leadership Team and from the Export Manager/General Counsel – Sensors or Associate General Counsel – Sensors.
3. Access to manufacturing areas or other sensitive areas is not permitted unless escorted by a PCB employee.
4. Visitor badge must be readily visible to PCB employees at all times.
5. Failure to follow this policy may result in additional restrictions or elimination of facility access.
6. Contractors and Suppliers shall also comply with the following:
	1. Building entry is limited to main reception area.
	2. Sign into and out of logbook each day.
	3. Access is limited to pre-approved days and hours.
	4. Badges are issued to individuals and must not be shared with or loaned to other individuals. Each visitor from the same organization must have a separate visitor badge and must individually swipe in after the door shuts and latches.
	5. If an individual leaves a company or badge access for that employee is no longer required, it is the responsibility of the individual and the contractor/employer of that individual to collect and return the badge to PCB.
	6. Failure to follow this policy may result in additional restrictions or elimination of facility access.
	7. Lost or stolen badges must be reported immediately to the PCB Human Resources Department.