

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to regulate and manage visitors on TERRY R PITT CONSTRUCTION premises. TERRY R PITT CONSTRUCTION wants to ensure that workers, contractors, and visitors will not pose threats to our premises and property, distract work operations, or be exposed to danger while on company property.

## 1.2 RESPONSIBILITIES

- 1.2.1 The safety department will act as a threat assessment/crisis management team that will, along with other duties, help to implement this policy, oversee company response to, and evaluate any instance of, suspicious visitor activity.
- 1.2.2 Supervisors are responsible for ensuring that their workers abide by all security policies and procedures, as well as for notifying the safety department of any security related problems.
- 1.2.3 Workers are responsible for complying with all security policies and procedures and notifying their immediate supervisor or the safety department of any security-related problems.
- 1.2.4 TERRY R PITT CONSTRUCTION ensures the health and safety of all workers, contractors, and visitors who come directly or indirectly into contact with our facility or the consequences of work activities.

## 1.3 PROHIBITED BEHAVIOR

- 1.3.1 Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at TERRY R PITT CONSTRUCTION, in properties, and at company-sponsored events. Such conduct by a TERRY R PITT CONSTRUCTION worker or visitor will not be tolerated.
- 1.3.2 In keeping with this policy, TERRY R PITT CONSTRUCTION prohibits visitors from engaging in any act on company premises that:
  - 1.3.2.1 Threatens the safety of a worker and/or customer.
  - 1.3.2.2 Affects the health, life, or well-being of a worker and/or customer.
  - 1.3.2.3 Results in damage to company, worker, or customer property.
- 1.3.3 Such acts include, but are not limited to:
  - 1.3.3.1 Direct threats or physical intimidation
  - 1.3.3.2 Implications or suggestions of violence
  - 1.3.3.3 Stalking
  - 1.3.3.4 Physical restraint, confinement
  - 1.3.3.5 Assault of any form

- 1.3.3.6 Possession of weapons of any kind on company property, including parking lots, other exterior premises, or company-sponsored events
- 1.3.3.7 Dangerous or threatening horseplay
- 1.3.3.8 Loud, disruptive, or angry behavior or language
- 1.3.3.9 Blatant or intentional disregard for the safety or well-being of others
- 1.3.3.10 Commission of a violent felony or misdemeanor on company property
- 1.3.3.11 Any other act that a reasonable person would perceive as constituting a threat of violence
- 1.3.3.12 Threatening, intimidating, coercing, harassing, or assaulting a worker or customer.
- 1.3.3.13 Sexually harassing a worker or customer
- 1.3.3.14 Carrying concealed weapons on company property
- 1.3.3.15 Stealing, or attempting to steal, property of the company, a worker, or customer
- 1.3.3.16 Damaging, or attempting to damage, property of the company, a worker, or customer

## 1.4 PHYSICAL ACCESS

- 1.4.1 It is the company's policy to control physical access to the facility and its assets as one method of reducing the potential of conflict with other persons outside of the workforce. It is in the best interest of every worker to follow all procedures listed in this policy.

## 1.5 VISITOR MANAGEMENT

- 1.5.1 Visitors are to use designated visitor parking spots. Visitors to TERRY R PITT CONSTRUCTION facilities must arrive at a designated check-in entrance. Visitors must sign in and out.
- 1.5.2 Visitors may be subject to a brief search of their persons, bags, or other equipment as they enter and exit the premises.
- 1.5.3 Visitors will be issued a dated visitor's pass which should be returned to the issuing party when signing out.
- 1.5.4 Visitor passes must be worn at all times. Employees are instructed to immediately report anyone not wearing a visitor's pass. Any unauthorized visitor failing to secure a pass will be asked to leave the premises until one can be obtained.

# Visitor Management

- 1.5.5 Visitors will be issued and required to use any personal protective equipment that is necessary to safeguard their health and safety while onsite.
- 1.5.6 Full details of emergency procedures must be clearly indicated to visitors before entering the premises. In the event of an emergency, it is the TERRY R PITT CONSTRUCTION worker's responsibility to ensure that the visitor remains in the evacuation muster area and is accounted for.
- 1.5.7 Visitors are not allowed in areas where there are dangerous machines or chemicals, confidential records, or sensitive equipment without justification and management approval.
  - 1.5.7.1 If applicable, visitors requiring access to areas controlled by swipe card access locks should arrange temporary cards with a worker or representative of TERRY R PITT CONSTRUCTION.
- 1.5.8 Visitors are not permitted to take photographs at TERRY R PITT CONSTRUCTION facilities, unless discussed specifically with management.
- 1.5.9 Visitor electronics may be prohibited at some locations. Where cell phones and laptops/tablets equipped with cameras are permitted, photographs are not permitted without permission as previously stated.
- 1.5.10 Consultants or other visitors that require internet network access must obtain permission and password from management.
- 1.5.11 Visitors must not try to solicit employees, gather donations, or request participation in activities while at TERRY R PITT CONSTRUCTION facilities. Any visitor who violates this request may be escorted out.
- 1.5.12 All visitors are to comply with safety rules, regulations, and policies while on company property or in company vehicles.

## 1.6 SUPPLIERS, CONTRACTORS, AND DELIVERIES

- 1.6.1 Truck drivers are not permitted outside their normal areas of pick-up and delivery without being escorted by an appropriate TERRY R PITT CONSTRUCTION worker.
- 1.6.2 Delivery personnel (ex. UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- 1.6.3 Contractors, suppliers, and service vendors, like IT technicians and plumbers, can enter our facilities to complete their job duties. Front desk employees are responsible for providing vendors with visitor passes and accompanying them to the appropriate area.

- 1.6.4 Individuals entering TERRY R PITT CONSTRUCTION facilities for the purpose of picking-up or dropping off individuals will not be allowed outside of their vehicles unless they have been provided an appropriate visitor pass.
- 1.6.5 Suppliers, contractors, and delivery personnel are to comply with all safety rules, regulations, and policies while on TERRY R PITT CONSTRUCTION property.

## 1.7 ACTIVE SHOOTER

- 1.7.1 In the event of an individual actively engaged in killing or attempting to kill people in a confined or populated area either inside or outside our facility, TERRY R PITT CONSTRUCTION will go into a site wide lockdown for security purposes in order to control access to and from our facility.
- 1.7.2 TERRY R PITT CONSTRUCTION will take all necessary safety measures during an active shooter situation to help prevent workers, contractors, and/or visitors from being harmed.
- 1.7.3 It will be announced through the preferred site method, whether by group text, email, or supervisor radios to inform them of the situation and provide them with the last known location of the shooter.
- 1.7.4 Workers, contractors, and visitors should immediately evacuate away from the shooter. Ask anyone in the immediate area to evacuate or lockdown as well. Evacuate even if others do not agree to follow.
- 1.7.5 Do not attempt to move the wounded. Leave belongings behind. Keep hands empty and visible at all times.
- 1.7.6 If unable to safely evacuate away from the building, find a place of concealment. Go to the nearest room or office and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
- 1.7.7 Identify an escape route in the event it is necessary to escape. Close blinds, turn off lights, and cover windows.
- 1.7.8 Silence all noise, including cell phones, radios, and computers. Call 9-1-1 and inform them of an active shooter situation, number of gunmen, description, and other pertinent information to aid authorities when they arrive.
  - 1.7.8.1 If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
- 1.7.9 Stay out of sight and take cover behind large, thick items or furniture.
- 1.7.10 Do not open the door until the person can provide an identification badge.
  - 1.7.10.1 Positively verify the identity of law enforcement, as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.

- 1.7.11 If there is no opportunity for escape or hiding, as a last resort, and only when life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- 1.7.12 Once law enforcement is present and reacting to the active shooter, approach with hands open and held high. Be prepared to be searched. Do not ask questions, scream, or yell. Go quickly to a designated area as directed by law enforcement.
- 1.7.13 After consultation with law enforcement, it will be determined when an active shooter situation is clear. When directed by law enforcement an *all clear* will be given.
- 1.7.14 TERRY R PITT CONSTRUCTION's management and supervisors will be responsible for accounting for all workers, contractors, and visitors. Law enforcement will be responsible for searching the area for hiding or injured persons.
- 1.7.15 The recovery and debriefing process will be led by company management and law enforcement. Management will work with law enforcement regarding continuity of operations as the location(s) of the incident may be considered a crime scene and not be available for worker access.

## 1.8 TRAINING

- 1.8.1 It is in the best interest of TERRY R PITT CONSTRUCTION and all of its workers to be well-informed on the nature of correct visitor procedures. To that end, training is mandated under this policy.
- 1.8.2 Many security measures have been presented, but without the dedication of workers, the effectiveness of our site security will be greatly diminished and some measures may not work at all. It is our goal to raise worker dedication to and involvement in our plan by providing security awareness training to workers.
- 1.8.3 The safety department will provide training and instruction on general workplace security practices for workers, including supervisors.
- 1.8.4 Training and instruction will be provided as follows:
  - 1.8.4.1 To all current workers when the policy is first implemented
  - 1.8.4.2 To all newly hired workers, supervisors, or workers given new job assignments for which specific workplace/visitor management training for that job assignment has not previously been provided
  - 1.8.4.3 To affected workers whenever management is made aware of a new or previously unrecognized hazard
  - 1.8.4.4 Drills

# Visitor Management

- 1.8.5 Workplace security/visitor management training and instruction includes, but is not limited to, the following:
  - 1.8.5.1 Preventive measures for reporting workplace security/visitor management hazards
  - 1.8.5.2 Methods to diffuse hostile or threatening situations
  - 1.8.5.3 Escape routes
  - 1.8.5.4 Explanation of this policy
- 1.8.6 Specific instructions will be provided to all workers regarding any workplace security hazards unique to their job assignment.

