

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 4	Revision : Date :06/23/2008
Author: Jason Bumgarner	Title: Security Plan	

Personnel responsible:

All

Safety:

Safety glasses are required in plant

Safety shoes are required when working in the plant.

Summary:

Giles Chemical is committed to providing its employees with a safe and secure work environment. Giles Chemical shall provide adequate security measures to ensure the safety of our employees, hazardous materials, equipment, facilities, and the general public.

The following guidelines and procedures cover safety and security issues related to unauthorized access to our physical facilities and external premises.

- **Personnel Security**

1. Pre employment screening of all employees
2. Back Ground Checks for prospective new employees.

- **Facility Security**

1. All out side doors are closed. Entry permitted by security code or escort only.
 - a. All windows are high enough and/or secured to not hinder trespassing.
2. Giles Chemical Visitor's policy
3. Giles has onsite video surveillance
4. Outside lighting is provided thought Giles property

- **En route security**

1. Rail site must be unlocked by Giles Operator before Rails cars can be moved in our out.
 - a. All rail cars are inspected before unloading to make sure that the seals are not tampered with and in general the rail cars are not tempered with.
2. All Shipping and receiving documentation is strictly controlled
3. All trucks loaded with Giles product are sealed before Leaving.
 - a. Giles Chemical has established an agreement with local law enforcement agencies to allow proper action to be taken on behalf of Giles chemical without contact of Giles personnel. All suspicious activities or apparent criminal acts affecting the safety or security of Giles Chemical's interest shall be reported immediately to the proper law enforcement agencies and appropriate company officials. In addition, a detailed report shall be made of any security related incident.
 - b. A complete listing of emergency telephone numbers is posted near telephones in workplace.
 - c. Giles Chemical has adopted a no loitering policy. Loitering in company buildings and on company grounds by any person(s), including employees is prohibited. Managers and Supervisors have been instructed to confront and question any person(s) observed

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loitering on company property. This policy applies to unauthorized or unknown person(s) as well as off duty employees.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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REVISION HISTORY

Revision Date Revision Number Revision Description