



**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND
THE VISION TECHNOLOGIES SECURITY/SAFETY OPERATIONS GUIDELINES
FOR THE VADATA ACCOUNT.**

JANUARY 1, 2022

Included in this package:

- 1) Vision VADATA Security & Operations Guidelines
- 2) Dress Code and PPE Requirements
- 3) Badging and Alarm Policy
- 4) Do's and Don't's Summary-highlighting important topics/policies

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (PLEASE PRINT)

COMPANY (PARTNER OR VISION)

PROMPTNESS:

All Vision Personnel/Contractors are required to arrive to work on time. Any personnel arriving more than (1) hour late will be reported as late attendance and may be dismissed from site if a replacement has already been scheduled. Repeat violators will be required to report to the Operations Manager who will determine if further discipline is needed, such as suspension or removal from the VADATA account.

SCHEDULE:

Only Vision personnel/contractors that are requested and confirmed as scheduled are permitted to report to work. Anyone who was not scheduled and was not requested to report to a site will not be paid.

For Late Binding, the schedule for the following day is not finalized until the evening before. All Vision personnel/contractors point of contacts are required to be on call and communicate the schedule with their crews.

SECURITY ALARMS/ BADGING:

All Vision Personnel/Contractors are expected to understand the badging process that was reviewed during their Vision Onboarding Training. Multiple alarm violations will not be tolerated and may result in permanent removal from the Amazon data account.

1. If any Vision Technology personnel/contractors happen to cause an alarm, stay where you are until the security officer arrives. DO NOT ARGUE with the security officers OR LEAVE THE SCENE OF THE ALARM. Notify your site lead immediately of your alarm once Security permits you to leave the area.
2. **First alarm** – Security will review proper badging techniques with the offender and have the offender sign documentation recording the event. Offender may be directed by their Vision Supervisor to leave the site for the remainder of the day. If the offender had any alarms throughout the 2016 year period, their Vision Supervisor will determine if further discipline is needed, such as suspension or removal of project.
3. **Second alarm in a two week period** – The offender will be required to leave site for the remainder of the day and will be suspended for 2-5 business days without pay. If the offender had any alarms throughout the 2017 previous year period, their Vision Supervisor will determine if further discipline is needed, such as suspension or removal of project.
4. **Third alarm in a two week period** – The offender will be required to turn in their badge and will be removed from the VADATA project permanently.

CELL PHONE POLICY:

Only the PM, Foreman and/or designated Site Lead Technicians are allowed to have cell phones in the data centers (no exceptions).

PHOTOGRAPHY:

All Vision Personnel/Contractors are prohibited to take picture(s) on any VADATA facility. Anyone that violates this policy will be immediately removed from the VADATA account.

PERSONAL ELECTRONIC DEVICES (PEDs):

Carrying any personal electronic devices in the data center facility is STRICTLY PROHIBITED. This includes cell phones, cameras, tablets, laptops, headphones, GPS, smart watches, smart glasses, pagers, coin wallet, iPod/ MP3 players, remote controlled devices, CD players and radios, portable hard drives, etc.

Vision team management, foremen, and assigned site leads are authorized to carry PEDs for project support purposes. VADATA Security will confiscate and destroy any portable drives found in their facilities. Offender may possibly be removed from the VADATA account.

SITE LEAD TECHNICIANS:

Vision PM will sometimes designate (1) Site Lead Technician for a scheduled site. The ratio required by VADATA is (1) Site Lead Tech for every (6) technicians. The Vision PM and Field Supervisor must have the Lead Tech's contact information and must include it on the final schedule sent to VADATA Team, when required.

1. The Site Lead Technicians are allowed to carry and use their cell-phones in the data center for work related purposes only.
2. The Site Lead Technician will be responsible for providing quality assurance and working directly with the AWS/VADATA site lead.
3. The Site Lead Technician will take direction from AWS/VADATA site lead for the work to be performed. Vision's site lead tech will then be responsible to manage and direct assignments to his/her tech resources and make sure everyone is working efficiently at all times.
4. The Site Lead Technician shall communicate, as needed, the workload status and any issues to the AWS/VADATA site lead and/or Foreman, as well as, the Vision PM and field supervisor.
5. The Site Lead Technician is responsible for verifying that everyone scheduled has reported to site. If a technician has not arrived to site within an hour, please contact the Vision PM or Supervisor immediately. This will give our field team enough time to quickly find a replacement.
6. The site lead tech is responsible for monitoring everyone's hours and reporting the hours that evening or next morning to the Vision PM and Supervisor.

SAFETY:

1. **PPE:** All Vision Personnel/Contractors are REQUIRED to wear PPE (HARDHAT, VEST AND SAFETY GLASES) at all time in the VADATA Facilities.
2. **Ladder Safety:** Anyone caught standing on the top of a ladder will be removed from the jobsite without warning.

OTHER:

1. **VADATA Break Rooms:** The break rooms in VADATA's facilities are designated for their personnel. The cabling contractors are prohibited to use the break rooms.
2. **Teamwork:**
 - It is required that all Vision Personnel/Contractors work together as a cohesive team. If you have an issue with one of your teammates, promptly bring the issue to the attention of the Vision Site lead and/or Foreman.
 - Every employee is important to our team. Therefore, we need everyone to perform their assigned roles. If you have a more efficient method of performing a task, don't hesitate to bring the idea to the attention of the Vision Site Lead and/or Foreman.
3. **IHO Support (Infrastructure Handoff):**
 - The site foreman will solicit personnel to support the QA Walk through with the customers. If the site foreman fails to get volunteers, personnel will be selected to stay as required to support as needed.

****It's the discretion of Operation's Management to suspend or not suspend the key personnel on this account to include (field supervisor, foreman, site leads, and project managers) under this policy.***

VADATA BADGING & ALARM POLICY

All Vision Technologies employees/subcontractors are expected to understand the VADATA badging process that was reviewed during their Vision Onboarding Training. Multiple alarm violations will not be tolerated and may result in permanent removal from the VADATA account.

SECURITY ALARM POLICY

If you happen to cause an alarm, stay where you are until the security officer arrives. DO NOT ARGUE with the security officers OR LEAVE THE SCENE OF THE ALARM. Notify your site lead immediately of your alarm once Security permits you to leave the area.

1. First alarm – Security will review proper badging techniques and have you sign documentation recording the event. You may be directed by your Vision Supervisor to leave the site for the remainder of the day. If you have had any alarms throughout the 2017/2018 year period, your Vision Supervisor will determine if further discipline is needed, such as suspension or removal off the project.
2. Second alarm in a two week period – You will be required to leave site for the remainder of the day and will be suspended for 2-5 business days without pay. If you have had any alarms throughout the 2017/2018 year period, your Vision Supervisor will determine if further discipline is needed, such as suspension or removal off the project.
3. Third alarm in a two week period – You will be required to turn in your badge and will be removed off the VADATA project permanently.

VADATA BADGING PROCEDURE POLICY***Badging In Procedures (via PIN#)***

1. Swipe your badge at the reader. Be careful and do not touch the badge reader. You do not have to touch the badge reader for your badge to be scanned.
2. Please note that sometimes there is a 1 ½ second delay between the time the card is swiped and the door unlocks.
3. Enter your Personal Identification Number (PIN) then swipe your badge.
4. The badge reader, if you have badged correctly and are not in Anti-Passback, will flash green to red. At most doors you will also be able to hear the click of the door unlocking.
5. Open the door, and make sure it is closed behind you.

Badging Out Procedures (No PIN)

1. Swipe your badge at the reader. You do not have to touch the badge reader with your badge to be scanned, but be close to the reader.
2. The badge reader, if you have badged correctly and are not in Anti-Passback, will flash green to red. At most doors you will also be able to hear the click of the door unlocking.
3. Open the door, and make sure it is closed behind you.

Procedures – Anti-Passback

1. When badging in or out, and the reader does not flash green and red, Do Not Open the door. Contact Security immediately to see if you have generated an Anti-Passback alarm.
2. Wait for a Security Officer to arrive at your location and have them assist you with your issue. DO NOT swipe your card multiple times.
3. You will not receive an Anti-Passback if you scan your badge either IN or OUT of an APB area and do not open that door.
4. Once you scan a badge IN or OUT of an area, you must physically leave that area, or scan your badge back IN or OUT, if the door has been opened.
5. If multiple people are attempting entry through a door, only one person may enter the doorway per card swipe. This means if there are three individuals attempting entry through the same door, that door must completely close three times.
6. Assure all personnel are badging IN and OUT properly. Any security violations should be reported immediately to the security team or the Cluster's Security Program Manager.

Prohibited Actions:

1. Tailgating – Allowing another person to enter a room without badging in.
2. Holding Doors Open – Do not hold doors open for anyone besides yourself. Always allow the door to shut behind you. This assists in the prevention of Anti-Passback Alarms.
3. Forcing Doors Open – Do not force a door open. Always badge first, and make sure that the reader is properly flashing green to red before opening any door.

Reminders:

1. Stop! Make sure the door is badging in.
2. Swipe! Do not touch the reader.
3. PIN then Swipe! If needed.
4. Look! Make sure the reader is flashing Green to Red.
5. Listen! Make sure the door unlocked!
6. Then open the door!



VADATA Dress Code and PPE Requirements

DRESS CODE & REPRESENTATION OF VISION TECHNOLOGIES

All Vision employees are required to wear plain blue (t-shirt or collard) when working on the VADATA sites. No other logo is allowed on shirts other than Vision Technologies. Employees should wear khaki pants or jeans. Everyone should look and act professional at all times. Also, please communicate with your employees that they are to reference Vision Technologies if they are ever asked who they are working for. We want to ensure your employees are properly representing Vision Technologies to our VADATA Customer.

FOOT PROTECTION- Must be composite

- ASTM F2413 rated footwear, or local equivalent, is required in all areas of data centers, construction sites, aside from the office area or in the general parking lot of the facility.
 - Note: If an employee is exposed to electrical hazards at any time, ATSM F2413EH rated footwear, or local equivalent is required, which offers electrical protection in addition to a compression rating.
 - Note: While it is not a safety requirement, to effectively clear security screening the preferred safety shoe is a “composite toe, non-metal, electrically rated safety shoe”.

PPE SAFETY GEAR

All personnel must have all of their PPE with them at all times.

This equipment includes:

- Composite work boots
- Safety glasses
- Gloves
- Safety Vest
- Hard hat (plain or with Vison Logo only)
- Basic hand tools
- Punch tool
- Snips/ Sharpie

VADATA 'DO'S AND DON'TS' SUMMARY

DO: Fully understand what is in scope/out of scope on the relevant project you are working on. When unsure about anything, contact your foreman/supervisor before moving forward. If you come across something that may need unplugged, call your foreman/supervisor and wait for their guidance. If your foreman/supervisor agrees, make sure they notify our CI POCs and the local DCO for that facility before proceeding.

DON'T: **DO NOT UNPLUG ANYTHING!**

Do not assume that you know everything and not take the proper pre-cautions of verifying something with your team lead. Always wait and ask questions before proceeding. Do not unplug anything without the permission of your foreman/supervisor, our CI POCs, and the local DCO for that facility.

DO: Understand and follow the Security and Badging Policies & Procedures that have been communicated to you.

DON'T: Assume that you know and/or ignore the policy and procedures.

VADATA Security expects everyone to read and understand their policy before entering any of their facilities. Failure to follow these procedures may impact your employment and jeopardize our contract with our VADATA customer. This is a risk that will not be tolerated.

DO: Properly badge in and out of all doors in the building and avoid door alarms. Focus and follow the badging instructions from your training. Be cautious at all times.

DON'T: Cause door alarms, aka. "alarm violations."

VADATA Security maintains a record of violations and reports each occurrence to Vision Technologies Management. If you cause more than two violations, you will lose (1) day of work unpaid. Any additional alarms may result in your removal from the VADATA account.

DO: If you cause an alarm, remain where you and cooperate in full with Security who will arrive shortly after the alarm sounds. Also, notify your supervisor immediately once security is finished with their process.

DON'T: Argue with the security officers or leave the scene. Not inform your supervisor of the violation

Cameras capture all activity in the data centers and footage is reviewed after every alarm. Leaving the scene will not prevent you from being held accountable for alarms you cause but will result in your being asked to leave the site.

DO: Understand the safety policies while working in a VADATA facility. Bring & wear the proper PPE (hardhat, vest, & safety glasses) at all times in the VADATA facility. Only use Vision provided ladders and follow proper standing procedures. Must wear composite boots on site.

DON'T: Arrive at the site without proper PPE/proper footwear or participate in unsafe practices when using ladders.

Standing on top of ladders or leaning on VADATA equipment while on a ladder, may result in your expulsion from the jobsite without warning. The use of ladders marked for DCO/DCEO use is prohibited, except in the event of an emergency or with expressed permission of VADATA.

DO: Know what items you CANNOT bring into a VADATA facility.

DON'T: Bring personal electronic devices (PEDs) into a VADATA facility, including but not limited to: cell phones, cameras, tablets, laptops, headphones, GPS, smart watches, smart glasses, pagers, coin wallet, iPod/ MP3 players, remote controlled devices, CD players and radios. Additionally, portable hard drives of any sort are STRICTLY prohibited.

Vision team management, foremen, and site leads are authorized to carry PEDs for project support purposes. Any violation of these policies will result in your immediate removal from the jobsite and from the VADATA account. VADATA Security will confiscate and destroy any portable drives found in their facilities.

VADATA 'DO'S AND DON'TS' SUMMARY

DO: Know your work schedule and arrive to work on time. If you are running late or cannot report to site, call your site foreman/supervisor immediately.

DON'T: Arrive late to the jobsite without notice or make last minute call-outs. There is a 15min grace period unless it's abused but you will still be marked as late. If you become a repeat violator, you will be required to report to the Operations Manager and may be removed from the account.

DO: Represent Vision Technologies as a professional at all times. Limit the areas you frequent wander to those relevant to your work area.

DON'T: Forget that you are working with and around the customer at all times- whether you can see them or not. Do not wander the building or enter into areas where you are not permitted.

VADATA break rooms are not for our use. They are designated for VADATA internal personnel only.

DO: Remember we work best as a cohesive team and participate as a member of that team. Treat your teammates with respect and a willingness to help.

DON'T: Show disrespect to your teammates or refuse to provide assistance/guidance to one another.

All personnel reporting on behalf of Vision Technologies, staff and sub-contractors alike, are to be treated as members of the team. Communicate with your foreman if you are experiencing any problems while on the jobsite.

DO: Feel free to communicate your ideas on ways to improve operational efficiency.

DON'T: Take it upon yourself to make changes to existing standards or methods without first discussing the changes with team management.

Remember that we are only as strong as our weakest link and know that every member of the team is valued. The more we share our ideas and knowledge with each other, the more successful we will be as a team- and as individuals.