



## ASIAN LAND STRATEGIES CORPORATION

Company	Asian Land Strategies Corporation	Effective /Revision Date	January 1, 2016
Policy	Visitor Policy	Doc. Rev. No.	ALSC-HRD-011-001

### PURPOSE

In order to assure the safety and security of Company employees, its visitors, and its property and to insure that only authorized personnel have access to the Company facilities, the following policies have been adopted:

### SCOPE

This policy applies to all employees of Asian Land Group, clients, visitors accessing the Asian Land Group office facilities.

### POLICY STATEMENTS

#### I. Check in/Check out

All visitors must be registered into the Visitors' Logbook which is maintained by the front entrance security personnel. The Visitors' Logbook will contain each visitor's name and company affiliation, as well as the purpose and duration of their visit.

Upon check-in (and surrender of a valid ID), visitors will be given a Visitor's ID. Visitors must wear this ID while inside the premises of ALSC so as to display that the individual is an authorized visitor.

Lobby Guard may ask visitors to remove any accessories i.e. caps and sunglasses, and ensure adequate facial recognition by security cameras.

Floor Security/Marshalis to challenge strangers in the building who do not display the visitor's ID to determine their authority for access to company facilities. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the Lobby.

#### Visitor Slip

At check in, each visitor will be given a Visitor Slip indicating:

- Visitors name
- Check in/out
- Name of person/Department to be visited
- Acknowledgement of person visited

Visitor must have this slip accomplished and surrendered to the Lobby Guard upon check-out.



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### **II. Visitors Will Be Accompanied by an Asian Land Employee at All Times**

All visitors must be confined to public areas in the building, otherwise, must be accompanied by the employee(s) that they are visiting for the duration of their stay. Special arrangements may also be made to accommodate contractors on long term assignments. Any special arrangements must be cleared with the HR and Admin OIC.

Public areas are as follows:

- G/F Lobby and Service Counters
- Documentation Service Counters
- 2/F Lobby, Cashier Counters and Reception Area
- 3/F Sales Reception

### **III. Restricted Areas**

Visitors can access some areas in the building with the approval of the respective Department Head and accompanied at all times by an Asian Land employee.

The following are restricted areas which are limited for access for authorized personnel only:

- Executive Offices
- Finance Department back offices
- EDP Department
- All other back offices

### **IV. Photographs**

No photographs may be taken by visitors at any time.

### **V. Guest Network Access**

Business partners attending official business meetings requiring internet access may be given a guest username and password for the wireless network by EDP. EDP technical personnel will encode the access credentials into the guests' device. At no time will such guest be permitted to access the company intranet with their laptop or mobile device.

Visitors, i.e. clients with transactions involving payments of amortization and utility bills, processing documents, contractors and the like, shall in no circumstance be allowed internet access.

### **VI. The Role of the Floor Security/ Marshal**



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Any employee who notices a visitor without a Visitors' ID should bring the situation to the attention of the designated floor Security /Marshal for their area. The Floor Security/Marshal has first line responsibility for enforcing the visitor management policy. In the event of an emergency evacuation, the Lobby Guard will print a list of all visitors and deliver the list to a Floor Security/Marshal in the evacuation area. The Floor Security/Marshal is responsible to account for all visitors during an evacuation.

### VII. Delivery Personnel

Delivery personnel will be asked to log in and out in a separate logbook for their access into the company premises. They will be permitted to make their deliveries to the appropriate areas without a Visitors' ID, provided they do not go beyond the public areas pickup or delivery.

### VIII. Safety

All employees and non-employees are to comply with all safety rules, regulations, and policies while on company property or in Company vehicles.

### IX. Children

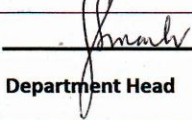
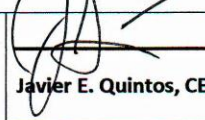
To maintain the professional atmosphere inside the office premises, children of employees will only be allowed in the workplace on specific dates announced by Management.

### X. Effectivity

This policy version takes effect on January 1, 2016, and supersedes any other versions or related memos issued prior to it.

Recommending Approval:

Approval:

By:		By:	
	Department Head		Javier E. Quintos, CEO