

## IT Systems Visitor Sign-In Log – Stores Level

I hereby agree to abide by all of the rules and regulations as established by TJX US regarding IT Systems visits. Prior to entering the Store premises, I will have an active security code (either previous month or current month code) to provide to a Member of Management or Key Holder. This security code acts as authorization to be allowed to access IT Systems that I requested to work with.

## Visitor Responsibilities

An IT Systems Visitor is classified to be a Non-Associate of TJX US or any TJX US Associate which is not based out of this location. This could be an Associate from another location, a vendor, technician, or contractor performing IT System work or may have access to company or customer sensitive information for this site.

- Upon arrival, all IT Systems visitors are required to provide to a Member of Management or Key Holder, the TJX store specific monthly security code for either the current month or previous month
- All IT Systems visitors must sign-in/out in the IT Systems Visitor Sign-In Log upon arrival and departure.
- As required, IT Systems Visitors must be escorted by a TJX US Associate unless otherwise authorized.
- 5. All IT Systems Visitors must remain in designated areas, unless otherwise authorized.
- 6. Every IT Systems Visitors **MUST** sign the 'IT Systems Visitor Sign-In Log' confirming they have read and understand the 'Visitor Responsibilities'.
- 7. IT Systems Visitor's Log is to be retained for no less than a rolling 90 DAYS within a page protector. IT Systems Visitor's Log shall be maintained with the Anti-Skimmer Tool (AST) at your store's location (except for HGHS who will maintain their log in the Change Fund drawer).

DATE (MM/DD/YY)	Name of IT Visitor (Please Print Clearly)	IT system Visitor's Company	IT Visitor's Reason for Visit (example: INC#, Work Order, Project Title, or Service Order)	Time In	Time Out	Signature Acknowledging you have read and understood the 'Visitor Responsibilities' above	Manager's Initials
08/01/23 Sample Entry	Tom Thomas	Verifone	Work on Register 2's pin pad	11:00 am	12:00 pm	Tom Thomas	gov