It is the goal of {{companyShortName}} to provide a safe and secure environment

for all employees. Access to the {{companyShortName}} facilities is limited to

authorized individuals only.

{{companyShortName}} works with Subcontractors (e.g. property management

companies and facilities management) to assure restriction of physical access to

systems used as part of the {{companyShortName}} Platform.

Physical Access to all of {{companyShortName}} facilities is limited to only

those authorized in this policy. All workforce members are

responsible for reporting an incident of unauthorized visitor and/or

unauthorized access to {{companyShortName}}'s facility.

{{#needStandardHIPAA}}

{{companyShortName}} and its Subcontractors control access to the physical

buildings/facilities that house these systems/applications, or in which

{{companyShortName}} workforce members operate, in accordance to the HIPAA

Security Rule 164.310 and its implementation specifications. In an effort to

safeguard ePHI from unauthorized access, tampering, and theft, access is allowed

to areas only to those persons authorized to be in them and with escorts for

unauthorized persons.

{{/needStandardHIPAA}}

## Policy Statements

{{companyShortName}} policy requires that

(a) Physical access to {{companyShortName}} facilities is restricted.

(b) All employees are required to wear employee badges at secure facilities

(such as server rooms, data centers, labs).

(c) All employees must follow physical security requirements and procedures

documented by facility management.

(d) On-site visitors and vendors must be escorted by a {{companyShortName}} employee at all

times while on premise.

(e) All workforce members are responsible for reporting an incident of

unauthorized visitor and/or unauthorized access to {{companyShortName}}'s facility.

(f) Retain a record for each physical access, including visits, maintenance and

repairs to {{companyShortName}} production environments and secure facilities.

\* Details must be captured for all maintenance and repairs performed to

physical security equipment such as locks, walls, doors, surveillance

cameras; and

\* All records must be retained for the defined, predetermined timeframe.

(g) Building security, such as fire extinguishers and detectors, escape routes,

floor warden responsibilities, shall be maintained according to applicable laws

and regulations.