

World Wide Technology

Employee Access Card Non-Disclosure Agreement

WWT Badge Policies and Procedures:

- To use access card, simply hold it up to the card reader located next to the door. The light on the card reader will turn from red to green when the access card has been appropriately applied.
- Access cards are to be worn on the outside of clothing, on the waist or above in plain site while inside any WWT facility.
- Employees must check all access cards of any persons they hold the door open for.
- Lost or stolen access cards need to be reported immediately to a supervisor or a security representative for card deactivation.
- Access cards must be returned to a supervisor upon termination.
- Any changes to an employee's access levels will be made by WWT Security Department and must be approved by a supervisor.
- Every access card is given an expiration date of one year upon activation. When this date approaches, it is the responsibility of every employee to contact WWT Security Department for reactivation of badge for another year.
- If any employee experiences problems while using their access cards, they should contact WWT's Security Department at (314) 301-2570 or wwtsecurity@wwt.com.
- WWT ID/Access badges are not to be shared/used by anyone other than the individual it was issued to.

By signing this form I agree to follow all the policies and procedures set forth by World Wide Technology relating to the use and safe guarding of said access card. I will immediately report loss or theft of issued card to a World Wide Technology property management representative. I will display said badge on my person at all times while located on World Wide Technology property.

Employee's Name (Print) _____

(Signature) _____

Date _____

Primary car make/model/plate number and state _____ / _____ / _____

Manager _____

Location _____

Cell Phone # _____

Email _____