**Purpose:** Visitor access is limited in all Stores to only PUMA personnel or approved Vendors by Corporate, in order to protect the safety, security and personal belongings of Store Associates, as well as to protect PUMA’s assets.

Policy

Only PUMA Retail Associates may have access to:

* Back rooms
* Storage rooms
* Store bathrooms
* Back hallways
* Off-Site storage areas
* Any non-selling floor area

Any non-PUMA individual or any PUMA employee that is not on the clock is not allowed access in the store before or after store opening and closing hours.

PUMA personnel, that are not part of Retail, who have an appointment or approved visit, may also have access to the back room when accompanied by a member of Management.

Unapproved PUMA personnel or outside Visitors may not enter any of the areas above.

The only exceptions will be in order to complete Store repairs or maintenance, or for a delivery of supplies or merchandise. Area Manager will notify the Store, in advance, as to whom to expect as well as what the job will be. An individual who is allowed access to any non-selling area of the Store, for any reason, must be escorted by a Store Associate, at all times.

Store Management is always made aware, in advance, of any Visitors who are authorized to make repairs or conduct maintenance on behalf of the Company. Any Visitors seeking access to restricted Store areas for the purposes of repairs or maintenance (who has not previously been approved) is not to be granted access to any restricted areas. The Manager on Duty must confirm with the appropriate Corporate staff, that the individual has approval to conduct repair and/or maintenance. This includes any individuals who claim to have been sent to the store by Mall Management or any other non-PUMA entity. The only exception to this rule is in emergency situations, where to fail to grant access would result in significant damage or unsafe circumstances for PUMA product, Store, and/or Associates.

All PUMA personal or outside Vendors must be asked to show proper company identification prior to being allowed access to any non-selling area of the Store.

All Accidents that occur on PUMA property that involve a Visitor/ Vendor must be immediately documented by creating an Incident Report as per Policy r02. Incident Report as much detail as possible.

* In case injured Visitor/ Vendor is not able to sign (or wait for) the Incident Report the a02. Disclaimer Form must be used instead.
* In case injured Visitor/ Vendor is not able to sign the Incident Report or Disclaimer Form immediately the note must be made in the “Incident Summary” and the signature must be requested afterwards (e.g. by the email).

The Manager should ask Associates who witnessed the Accident, if any, to complete a personal statement that will provide details of the Accident, if the Accident was not witnessed by the Manager.

The Manager must then review the area where the Accident occurred, noting any unsafe practices or conditions as well as taking pictures of the area that may have resulted in or contributed to the Accident.