

EAST PENN manufacturing co., inc.

EAST PENN POLICIES AND PROCEDURES MANUAL

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Approved By: Robert D. Harrop		Document No.: EPPM\PERS\SEC1\8A.DOC	

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at East Penn, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

For safety and security reasons, unauthorized visitors, non-employees, ex-employees, and family or friends of employees are prohibited from visiting any area of the complex or plant including lunch/ break rooms. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors to the corporate office should check in at the reception area. Visitors to the Lyons manufacturing complex should check in at the corporate office or at the Security Guard station at Gate #1. From there they will be directed to the appropriate building office/reception area to meet their East Penn representative. Visitors to Topton and Kutztown should report to the appropriate office/ reception area. Authorized visitors will receive directions or be escorted to their destination.

If an unauthorized individual is observed on East Penn's premises, employees should immediately notify their Plant Manager, Supervisor or Personnel Representative.

Record of Revisions

Revision #	Revision Date	Description
1	11-10-11	Change Number 1480 Update to header and footer information