3/21/2019

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BOSCH Group

SECURITY GUIDELINES FOR VENDOR PERSONNEL WORKING @ RBEI LOCATIONS

**GUIDELINES ON SECURITY DO’S & DON’T’S**

**PERSONAL**

**VISITORS**

**MATERAILS**

**VEHICLES**

**P**ersonal:

* Prominently Wear and display parent company ID badge along with Bosch ID while inside the RBEI premises, Id badge to be shown to the security on demand.
* Avoid Tail gating while entering the premises.
* Access badges to be swiped at the access-controlled areas and only on proper validation by the system, access to be gained.
* Contact the SPOC of your department for access to the area if you don’t have access.
* Female associates working @ Bosch after business hours:
  + After 1900 hrs. Due to business needs should keep the security team informed, and sign the register kept at the security for giving declaration.
  + After 2100 hrs. Telephonically to confirm her safe reach to the residence, in case security escort and office taxi is not availed.
* While exiting from the office premises swipe the access card provided at the respective access controlled areas.
* Using of another person’s ID badge to gain access into the premises is not permitted.
* It is against company policy /guidelines to share your ID badge with your colleagues, friends, and relatives to gain access into the facility.

Visitors:

* Visitors on official purposes are only permitted into the premises only during business hours for business needs.
* Respective managers of Bosch to be informed in advance for visitors’ permission.
* Email to be sent to security with copy to respective manager regarding the visitor entry.
* Personal visitors are not encouraged inside the Bosch premises.
* Avoid raising visitor management requests to bring in exited/partial cleared personnel for any interviews to Bosch team.

Materials:

* Bosch material to be taken out/in only with proper approvals from authorities.
* Gate pass as applicable to be raised for the movement of any Bosch materials.
* Avoid bringing any personal laptops, tabs, iPad project materials into the office.
* For business needs share Bosch personnel approvals and SEZ approvals (Cob Only) to security in advance .
* Proper inward entry to be made with the security while bringing in new materials
* Ensure proper check out/ check in of materials when taken out and brought into the premises.

Vehicles:

* Vehicle stickers are to be obtained for bringing vehicle into the premises for parking facility.
* Stickers will be issued on sharing the below:
  + Employee Details
  + Period of contract.
  + Vehicle details.
  + Work location.
* Avoid misusing the vehicle sticker, by using it for some other vehicle than the one issued for.
* The sticker to be returned back in case of change of vehicle or exiting from BOSCH Group
* During Exit clearances, the evidence has be shared with security on the sticker removals.
* Avoid parking of your vehicles during holidays and overnight as the parking is supported only for business needs.
* For business needs overnight parking is supported on sharing as below:
  + To submit the overnight parking form along with the vehicle key to the security.
  + Maximum 07 Days is permitted for overnight parking.
* Vehicles parked in other than designated parking will be locked and after disciplinary actions will be released. The security reserves the right to lock the vehicle if the parking rules are not followed

**General:**

* Carrying / consuming of alcohol or any intoxicant substances inside the premises is strictly prohibited.
* Cooperate with security personnel to perform their duties while checking/frisking.
* Personnel are advised not to argue with the security , in case of any issues/misunderstanding to bring it to notice of FCM 3/31
* For Cob locations, SEZ rules are also applicable apart from the above.
* Additional Location specific ID badges to be obtained at Cob for entry to the premises by contacting the location SPOC.
* Adhere to the instructions for SEZ displayed at the CHIL-SEZ entry.