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## REVISION AND APPROVAL HISTORY

Revision No.	Description	Page(s)	Made by	Date	Approved by	Date
1	General Review	All	C.Santos	12/08/2024	Ricardo Soares	11/21/2024

## Summary

The objective of this policy is to establish rules for the management of access to the physical areas considered relevant, and as such classified, within the global physical space of the ADDVOLT.

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Department	ISMS
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## 1. Scope

The control of access to the physical space where classified information may exist is crucial to ensure the security of the information stored inside it, and, overall, of the ADDVOLT.

This policy applies to all employees, external auditors, external consultants, interns, temporary workers, and other employees of the ADDVOLT who can or should access physical areas with classified information.

## 2. References, Definitions and Terminologies

None.

## 3. Objectives

This document explains how we implement the access controls to critical areas in ADDVOLT offices.

## 4. General Rules

### ADDVOLT Office; ADDVOLT Factory; ADDVOLT Care:

- General
  - The entire outer periphery of the office is protected by video surveillance cameras owned by condominium, with continuous recording 24h / day and with a storage capacity and accessibility of 30 days.
  - The building has private security during extended opening hours.
  - Access to the interior of the office is via the main entrance (with security) or the private car park, with access control and validation by biometric device.
- Visitors
  - All visitors can only access to meeting room, otherwise they must be all the time with who receive them.

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#### Employees

- In classified areas, where there may be access to classified information or where there is an activity with a risk for information, access control is done through a key.
- Access records are kept for 30 days and can only be accessed by the person in charge of the Officer Manager.

#### ADDTECH Office:

##### ▪ General

- The entire outer periphery of the office is protected by video surveillance cameras owned by condominium, with continuous recording 24h / day and with a storage capacity and accessibility of 30 days.
- The building has private security during extended opening hours.
- Access to the interior of the office is via the main entrance (with security) or the private car park, with access control and validation by biometric device.

##### ▪ Visitors

- All visitors can only access to meeting room, otherwise they must be all the time with who receive them.

#### Employees

- In classified areas, where there may be access to classified information or where there is an activity with a risk for information, access control is done through a key.
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