

SECURITY NOTICE TO VISITORS

As part of our commitment to ensuring the safety and security of all employees and visitors, and in accordance with the company's policies, the ICT Authority enforces a strict '**no weapons**' policy prohibiting the possession, storage or use of illegal drugs, weapons, explosives, or firearms on the premises.

Please follow the security protocols outlined below during your visit:

- **Identification:** All visitors may be required to present a valid photo ID before access is admitted.
- **Check-In Process:** A Visitor pass/badge will be issued at the premises entrance.
- **Visitor Access:** All visitors must enter through the main entrance of the building
- **Metal Detector Screening:** Visitors must pass through the detectors before entering the building.
- **Bag Checks:** Security personnel will inspect bags upon entry.
- **Escort:** Visitors must be accompanied by a staff member (i.e. host) at all times.
- **Emergency Procedures:** In case of an emergency, follow staff instructions and evacuate accordingly.

Bag Check Procedures:

Bag inspections will be conducted with respect, professionalism, and privacy in mind. The following guidelines apply:

- Visitors will be asked to open their bags for a visual inspection.
- Security personnel may request to handle items inside the bag, but only with the visitor's consent.
- Individuals who refuse bag inspections may be denied entry to the building.

Note to Visitors with Close Protection Officers:

- Close Protection Officers must coordinate with the Site Asset and Protection Officer for seamless operations prior to arrival.
- Early notification of visits that involve Close Protection Officers is appreciated to ensure appropriate security arrangements.

If you observe or experience any behavior causing concern or distress during your visit, please contact **Site Asset and Protection Officer - Captain David Hemmings** at **876-564-4740** for assistance.

Thank you for your cooperation in maintaining a safe and secure environment.