

# ACCESS CONTROL PROCEDURE



**UGEE CHEMICALS LIMITED**

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Created by: Human Resources Manager  
Reviewed by: Operations Manager

Approved by: Plant Manager



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### 1.0 PURPOSE

This procedure is developed to ensure that:

- a. To improve the access control system of all facilities in UGEE Ibadan plant.
- b. To create a proactive security environment and to protect the company's information and properties (for both tangible and intangible) from accidental or intentional losses.

### 2.0 SCOPE

This document is applicable to UGEE Ibadan plant access control

### 3.0 TERMS & DEFINITIONS

Not Applicable

### 4.0 RESPONSIBILITY & AUTHORITY

The following positions are generally involved in the document creation, review, approval, and updating processes although each person's involvement is dependent on the document type.

No.	Position	Description of Responsibility
a.	The HR Manager	<ul style="list-style-type: none"><li>● The HR Manager for the plant is responsible for this SOP</li><li>● The HR Manager for the plant is responsible for ensuring compliance with this SOP</li></ul>
b.	The Site Security	The site security Contract Manager (3rd party) for the plant is responsible to also ensure compliance to this SOP and report all security incidents to the Human Resources Manager

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### 5.0 POTENTIAL RISKS

- a. Internal Control Violation
- b. Fraud
- c. Theft
- d. Tailgating

### 6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

Not Applicable

### 7.0 DESCRIPTION OF ACTIVITIES

#### 7.1 ACCESS CONTROL FOR EMPLOYEES

The single point of contact for Employee and Contractor ID badges is the site Security Contract Manager for the plant. He/she will be responsible for replacement of ID badges with approval from the HR manager.

##### **a. Loss or Theft of accessible badge/card:**

If ID badge for UGEE permanent employees, UGEE expatriates, employees from other sister companies/Head office and Contractors is lost or stolen, the owner of that badge MUST:

1. Report to the site Security SPOC immediately
  2. Obtain an affidavit from a court of law
  3. Obtain a police report
  4. Submit the photocopies of the above documents with a mail request for replacement to the site HR Manager
  5. HR Manager checks all the above documents for compliance and advise the site Security contract manager to print a replacement.
- a. All employees must display their identification cards at entry into the premises and wear the ID badges always while in the Company premises. Employees working on the lines where it might not be safe to wear the badge on their body, should keep it in their pockets and display when they are leaving the operations.

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- b. Employees who do not bring their ID badge to work must wait at the reception to be issued a temporary ID tag with which they will be allowed into the premises. Such tag must be displayed by the employee always while within the premises.
- c. The temporary tag must be returned to the security at the end of the day. Temporary Card will be issued only for 24hrs and if this time must extend, the site HR manager must be informed by the employee. The HR manager will review the reason for any extension request which is more than two (2) days and grant appropriate approval for the extended issuance as applicable
- d. On weekends/public holidays, all employees are expected to have their employee access cards on them if there is a need to be on site which allows them in for the day. Employees without access cards will not be allowed entry into the site except at the approval of the HR manager or Plant Manager via email or phone call to the site security team.
- e. Where operations are not planned for weekend, all employees/resident contractors that need to work on site must have approved weekend/temporary pass for those periods or get HR approval via mail/phone call where weekend pass is not available due to urgency. The below shows the time specification for access:

Type of Access/Persons		Regular Access Hours
1. Employees		24 hours as per shift schedule
2. Visitors/Temporary Contractors (Day)		<ul style="list-style-type: none"><li>● 9:00 am to 5:00 pm (Monday to Friday)</li><li>● No visitor/temporary contractors will be allowed into the Plant premise after 5pm during the day and on Saturday without weekend permit.</li></ul>
3. Temporary Contractors (Night)		6:00 pm to 7:00 am (Monday to Friday)

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4. Cleaning Agency /Ongoing Contractors (Shift)	24 hours as per shift (Monday to Sunday)
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### 7.2 ACCESS CONTROL FOR VISITORS, VENDORS & SERVICE PROVIDERS.

- a) All employees expecting a visitor or vendor/supplier should notify the security team via email or phone call.
- b) It is the responsibility of the employee who invites the visitors, vendors and/or service providers to the Company premise to inform them of the venue of the meeting (Visitor area is recommended) to his/her visitors, vendors and/or service providers in advance.
- c) Visitor, Vendors or Service providers report at the respective reception and ask for their host stating the purpose of their visit.
- d) All visitors must have official reasons before they are brought into the premises - Personal visitors can be received at the reception hurdle room.
- e) The Security Guard directs the visitor, vendor or service provider to the visitor waiting area/reception, informs the identified employee of the visit via phone. The employee meets with his/her visitors, vendors and/or service providers at the visitor area/reception.
- f) If it is needed to bring them into the employee's workplace or inside office/facility then the HR manager must be informed for appropriate approval, the visitor also obtains a visitor's tag from the receptionist in exchange for his/her personal identity card (i.e. National ID card, driving license, their company ID card, etc.).
- g) For government officials, there will be no need to retrieve their ID badges. Rather, the host should drop his/her ID badge and exchange for a temporary badge and will be responsible to ensure that the tags are returned.
- h) For government official visit, the host, HR Manager and/or the Plant Manager must be adequately informed of their presence to ensure they are timely attended to.
- i) The Security Guard gives the Visitor tag to each visitor, vendor or service provider, keeps each identity card, and records in the log sheet for the date, full name & company name of each visitor, vendor or service provider, time-in, the name & business unit of the employee who they need to contact with, and the purposes of that visit. For regular vendors, the host is called via phone of the vendor presence and if the host asks the

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- vendor to come in, the security guard should give temporary card to the vendor in exchange for their identity card and grant the vendor access to go in.
- j) For official visitors, they must be escorted by their host from the reception into the office/work areas. In some extreme cases, where the host is in a meeting or genuinely busy that he is not available to pick his/her visitors, the receptionist could be asked to escort the visitors into the office/work area. The receptionist will be able to do this only if she/he is able to get a relief to stand in his/her stead during this period.
- k) The Receptionist will play the plant safety video for the guest before they can be allowed into the plant and/or also gives the visitor a copy of the Safety & Security Orientation booklet to the visitor upon arrival where the video is not available. This will be collected back from the visitors at the point of departure from the plant.
- l) Upon departure, the visitors, vendors and/or service providers are to return the Visitor tag to the Security Guard in exchange for their identity card, and the Security Guard records in the log sheet for time-out. Also, the Security Guard MUST ensure that all Visitor Cards are accounted for at the end of day.
- m) No visitors, vendors and/or service providers can be in the Company premise in non-regular working hours. If it is needed for them to be in the Company premise in that period, it is the responsibility of the host employee to ensure that a temporary pass is prepared for the vendor/visitor.
- n) Where temporary/weekend pass is not available for the vendors/visitors/service providers, the host employee needs to get entry approval from the HR Manager, be physically available to supervise or request for the security team to accompany such visitor/vendor/service providers to the area where work is required to be done.

### 7.2.1 ONEKEY ADMINISTRATION

- A. Access To Areas: All employees have been given general accesses to:
1. The Plant Reception
  2. The Plant General Office
  3. The Plant Canteen
  4. Car Park

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- B. Contractor that has one key badge will only have access to the Contractors Gatehouse, except Finance and XHS support personnel who will have office access as well since that is their work area. Exception to this will be approved by the HR Manager.
- C. Visitor's badges will not have any access at all as they should be escorted always by their hosts. Exception is for long stay visitors who will be given similar access as employees with HR Manager Approval. Hosts should therefore request approval from HR Manager via email in advance to ensure smooth handling.
- D. Access into the Plant Data/IT centre is limited to;
  - 1. The IT employee/Engineer
  - 2. The Plant Manager
  - 3. The HR Manager
  - 4. The ID badge Administrator
- E. For all other one-off contractors' employees' access, they will be checked and signed in and issued temporary badges for the period they are authorized to work within the premises.
- F. Access to the contractor gatehouse is restricted to contractors especially for them in and out movement
- G. For an employee who requires access into areas where they are not given initial access: Such employees should notify his manager, who in turn needs to write to the HR manager copying the ID badge administrator/site security contract manager on such need. The business need for such an exception should be clearly stated in the email.
- H. To get access to area like STOREROOM that has a standalone access control, eligible employee needs to notify his manager who give approval based on the employee role, final approval for the access will be given by the HR Manager keeping the site security contract manager in copy for governance and control purposes
- I. The HR manager is the SPOC for access authorization.

### 7.2.2 LAPTOP / CAMERA PERMITS PROCESS

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- a. Unauthorized use of photography equipment and laptops on site is prohibited. This includes Cameras, PDA's (personal digital assistants), as well as all other types of digital and non-digital photographic technology.
- b. The principle of the policy is to prohibit the use of the built-in photographic technology on site and NOT to prohibit the primary use of these devices.
- c. For specific business needs, a security permit (laptop and Camera) must be duly approved by the HR manager or the Plant Manager where HR manager is not available. The laptop permit will be made via mail where laptop details will be provided.
- d. In the case that a laptop/camera enters the site without a duly approved security permit, only at the presentation of an original proof of ownership would the item be allowed to exit the site. Also, the laptop and camera will be screened to ensure all privacy principles have not been violated.

### **7.2.3 MISCELLANEOUS SHIPMENT/ELECTRONIC EXIT AUTHORIZATION (For Returnable & Non- Returnable Items)**

- a. Company materials/equipment/spares to be moved out of the premises for use or repairs must be accompanied by a manually exit authorization form and /or approval via email. The Paper/Email exit authorization/ approval explains in details the item to be removed, the person (employee or vendor) authorized to remove it, destination, date of return (for returnable items) and electronic approval by the higher approval.
- b. All exit authorization for site inventory (FP/Raw Material/Assets) must be approved by the Plant Manager
- c. Returnable items and non-returnable items are not to be requested on the same exit authorization page for clarity/tracking purpose.
- d. Follow-up is done by the security contract manager through email, 24hrs before due date and escalated to the employee manager via email for timely return of items. For items not returned as per the approved date, the miss is escalated to the HR Manager 24hrs after the due date. Security team should track all items taken out on a tracker daily and sends summary to the security contract manager weekly who in turn shares with the site HR Manager by end of every week.

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- e. The site security SPOC shares the tracking with Site Leadership Team Weekly on weekly basis.
- f. If Higher Approver / backup could not be accessed due to one reason or the other and its urgent, items shall be allowed to leave the site only with Higher Approver's email (email approval) shared with the site security contract manager and the site HR Manager in copy of the email.
- g. At the earliest possible time, manually printed exit authorization is completed and submitted to the security team for proper documentation
- h. In the case that the expected return date would not be met, the item initiator must request for an extension of return date by email to the department manager with site HR Manager in copy before the due date. The approval email is then shared with the security contract manager.
- i. If the return date of an item will be further extended, the higher approvers (Plant Manager) email is needed before a new return date can be tracked for such item.

### 7.2.4 ITEMS DECLARATION

- a. Employees, Contractors, service providers (or visitors), bringing equipment/items/work equipment etc. into the premises must declare these items while coming into the facility. The item's serial number (where applicable) would be clearly noted on the declaration logbook.
- b. Items not declared during entry will not be allowed out of the facility except at the presentation of an original proof of ownership.

### 7.2.5 SCRAP SALES HANDLING PROCESS

- a. The list of items to be taken out by the scrap buyer is checked and confirmed before the buyer goes ahead to pay for the scrap items.
- b. The site scrap sales system owner prepares a duly approved Exit Authorization for the items leaving the site from the scrap yard- Higher approval (Plant Manager) is required for all scrap sales
- c. Security at the gate obtains a copy of the payment invoice to ensure that only items paid for are taken out of the site.

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### 8.0 RELATED DOCUMENTS & RECORDS

Not Applicable

### 9.0 REFERENCE & ATTACHMENTS

Not Applicable

### Appendix 1

NOT APPLICABLE.

### Document History

Date	Description of change	Reviewed by	Version No.
30 <sup>th</sup> Jan. 2025	First issue of document.	Operations Manager	1.0

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