

VISITORS POLICIES

Welcome! Edmund Optics is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to Company grounds, facilities and workplaces to abide by the following policies while they're here.

It takes the efforts of everyone working together (including visitors) - to make EO a safe & healthy workplace

Parking: Visitors are encouraged to use designated Visitor Parking spaces. If these spaces are in use, regular employee parking spaces can be used.

Check in and Check out: All visitors must arrive and leave at the main reception desk. All visitors must present government-issue photo identification at time of Check-In. All visitors must be met by their employee sponsor at the time of Check-In. All visitors are required to sign the Visitors Policy and Confidentiality Agreement annually.

Pets and children are not permitted; however, assistance animals such as Seeing Eye Dogs are permitted. In some cases prior arrangements may be required. Some manufacturing areas (such as assembly clean rooms) are not appropriate for animals under any circumstances.

Visitor Badges Visitor Badges must be worn at all time. Employees are instructed to immediately report anyone not wearing a Visitor or Employee badge. Visitors requiring access to areas controlled by FOB access locks should arrange temporary cards with their sponsor.

Multiple Day Visits and Longer Term Contracts Visitors for multiple days must follow all procedures associated with this policy (Check-In, Check-Out, etc.) on each day of their visit. Longer term contractors can be sponsored for a photo-ID badge but must still adhere to all visitor policy and procedures.

Recording Devices, Photographs and Cameras Visitors are not permitted to bring recording devices or take photographs inside EO premises without written permission. If employees have any questions about the suitability of photographs, they should consult the Compliance and/or Marketing Department. Dedicated cameras are not permitted onsite. Cell phones and laptops equipped with cameras are permitted, but as previously stated photographs, videotaping or recording of any type are not permitted without permission.

Information Disclosure Visitors should not request information that does not pertain to their visit or the work being performed. Confidential or otherwise inappropriate nature, requests for corporate documents, customer information, financial projections, comments on any matter currently under litigation, future products or future corporate direction, or requests for information or statements regarding EO (as might be requested by a reporter or a lawyer) will be reported to Human Resources and Compliance, and will be dealt with under the "Penalties" section of this document.

Inspection Notice: EO's policy for entry into, continued presence on or exiting from this real property, facility, or installation is contingent upon the visitor's consent to inspection of his person, and property in his possession or under his control.

Workplace Monitoring: Workplace monitoring may be conducted by EO to ensure quality control, employee safety, security, and customer satisfaction. EO may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because EO is sensitive to the legitimate privacy rights of employees, visitors, and others on our premises every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

MSDS All visitors, vendors and contractors who bring chemicals or other substances onto EO property must provide the MSDS to the receptionist upon arrival. Visitors who may be exposed to chemical hazards



during their visit will be provided with an MSDS for their review before exposure. For additional information regarding MSDS please refer to EO's Safety Manual. It is the responsibility of the employee sponsor to ensure that the visitor obtains these documents.

Personal Protective Equipment (PPE) All visitors must use and wear appropriate PPE when visiting certain areas of our facilities. This includes but is not limited to manufacturing, warehouse, assembly and areas where lasers are in use. Most areas that require the use of PPE or other equipment have signs to indicate this. For additional information regarding PPE please refer to EO's Safety Manual. It is the responsibility of the employee sponsor to ensure that the visitor obtains the appropriate PPE before entering into areas that require its use.

Alcohol, Drug & Weapons Free Workplace: EO is an alcohol, drug and weapon free workplace. The following items should not be brought on to EO property. Please note that this list is not all-inclusive. In addition to items specifically listed here other items that may be deemed to present a potential threat may also be prohibited.

Banned Items List:

- Ammunition
- Billy clubs
- Blackjacks
- Bows and arrows
- Brass knuckles
- Disabling chemicals or gases
- Edged Weapons
- Explosives
- Firearms
- Illegal drugs/paraphernalia
- Nunchakus
- Projectile weapons
- Stun guns/shocking devices

EO is obligated to contact law enforcement officials regarding any items found in the course of an inspection which appears to represent an immediate threat to safety or security, the possession of which is reasonably believed to constitute a felony or which has been identified to be of interest in a criminal investigation.

Background Check Policy: In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, Edmund Optics will conduct background and/or credit checks on any individual with access to confidential financial, personnel or customer information.

Smoking Policy: Smoking and the use of all tobacco products, including chewing tobacco, is banned except as designated in this policy. EO has provided designated smoking areas which may be used by employees and visitors. No one may smoke along any pathway or walkway leading to or from the designated smoking area. Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

All smoking and tobacco products must be properly extinguished and disposed of in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting

Emergency Evacuation In the event that an emergency evacuation is necessary, an alarm will be sounded. Upon hearing the alarm, the sponsoring employee will escort the visitor immediately to the nearest safe exit and the established assembly area. If the visitor is not required to be escorted at all times (badge access) they are to immediately exit the building and go to the established assembly area. Area specific floor plans with evacuation routes are posted throughout the facility.

It is the sponsoring employee's responsibility to ensure that the visitor remains in the area. Emergency Coordinators will tally all visitors using the Visitor Check-In information (using either the preferred online method or the fall-back paper sheets). *Visitors will not leave the property until it is confirmed with the Emergency Coordinators that they have successfully evacuated the building.*

Network or System Access Consultants or other Visitors that require internet network access may be granted access to our Network. Users of this network are responsible for their own security. Visitors who



require access to our networks will need permission from IT/IS, who will arrange temporary access and/or credentials. Part of this procedure will require the Visitor to review the *Acceptable Use Policy*. After credentials are arranged, activities on the network will be subject to the *Acceptable Use Policy*. Visitor use of employee credentials is not permitted under any circumstances.

Contractors making changes to production systems or networks are subject to the IS/IT Policy. In these cases, employee sponsors are required to review this policy with affected Visitors and ensure that the lead time and exceptions sections especially are clearly identified.

Addition Rules of Conduct: All visitors must obey the following rules of conduct at all times:

- Follow all verbal instructions and signs
- Don't touch or attempt to operate any machine, device or equipment unless authorized to do so
- Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions
- Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct
- Stay out of restricted areas
- Report all injuries or problems immediately, no matter how minor

Enforcement and Penalties Violation of any of the requirements in this policy by any employee will result in suitable disciplinary action, up to and including prosecution and / or termination.

Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. It can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity. EO shall not be responsible for injuries visitors suffer as a result of violating these rules.

This document is maintained jointly by the Human Resources Department and the Compliance Office. Enforcement of this policy falls to these offices.

Administration of the Check-In / Check-Out procedure is the responsibility of identified individuals in each facility. In most facilities it is a duty of the Reception Desk.