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| Document Health & Safety | Published 08/30/2022 | Valid for Escanaba Mill |
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Security and Parking Policy

Purpose:

The purpose of our security system is to verify and validate:

- Identity and Authorization to enter/exit facility.
- Safety Training is current.
- Deter Theft, Sabotage, and Diversion.
- And to be aware of who is on the premises at all times in case of an emergency or evacuation.

Responsibility:

Responsibility for administration of the Security and Parking Policy is that of the Safety Department and Loss Prevention. The program will be reviewed annually by the Safety Department.

Onsite Badge Identification:

All Escanaba Mill employees are required to have an identification badge, and must have the badge accessible while on the mill premises.

1. Escanaba Mill employees and Corporate employees assigned to the Escanaba site will be provided with a photo identification badge. Contractors and Visitors will also be provided with a badge dependant on the type of work they provide to our mill site. Coloring coding of the badges is as follows:
 - White – all Escanaba and Corporate employees assigned to the Escanaba site.
 - Green – Contractors assigned to Escanaba and Frequent Visitors (insured and can enter unannounced anytime). Contractors that work on-site 4 or more times per year and access the mill through the front gate will be issued a photo ID. The one hour Environmental Health and Safety Visitor/Contractor Safety Orientation will also be required.
 - Yellow – Vendors and Visitors (insured and must be announced). The one hour Environmental Health and Safety Visitor/Contractor Safety Orientation will also be required.
 - Red – Contractors and Visitors that must be escorted at all times by an Escanaba Mill employee. The six minute Environmental Health and Safety Visitor/Contractor Safety Orientation will also be required.
 - Blue – Administration and Purchasing Personnel.
2. Persons entering the mill are required to brass in at one of the mill entrances, contractor brassing stations, or sign in at the front/back gate. Employees must brass in to enter and brass out to exit.

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- Failure of an Escanaba employee to brass in or out with their ID badge could lead to disciplinary action.
- The first time an employee forgets or loses their badge, they will be allowed to sign-in at the Visitor Center, and will be given a day-pass badge which they must return to the Visitor Center at the end of their shift. If the employee does not have their badge on the next assignment for work, the employee will be required to have a new badge created, and will be charged \$10.00.
- If you forget your identification badge, you must proceed to the Visitor Center to sign-in and obtain a “day-pass”.
- If an employee’s badge has been damaged due to normal wear and tear, a new badge will be processed free of charge. If the badge has been damaged due to misuse (e.g. using it for scraping the windshield, etc.), the employee will be charged \$10.00 per card.
- Any employee who enters the premises with someone else’s ID badge will be subject to disciplinary action.
- **If the reader does not work:** There may be rare occasions where the reader fails to read the ID badge. If this happens upon attempting to enter, proceed to the Visitor Center at the Front Gate to have your ID Badge reviewed.

Emergency Exit Procedure:

In the event of a fire, mill evacuation or power outage, the doors can be put in the open or unlocked position for quick exiting. For this reason, it is essential that the Loss Prevention Officer at the front gate be contacted for all mill emergencies (ext. 2911 or ext. 2676).

Security Camera Monitoring:

All designated mill entrances, PSM locations, gates, and parking lots are continually monitored via electronic cameras as well as a number of other locations on the property.

Parking Lot and Train Crossings:

1. All mill vehicles must be parked inside the front and back gates over night or when not in use. This includes maintenance supervision assigned mill vehicles; they are welcome to leave their mill vehicles parked along the river between Receiving and the Paint Shop.
2. All employee vehicles in the parking lots must be registered with the front gate, and display their assigned parking silver sticker.
 - If you dispose of a vehicle, you should to notify the Front Gate LPO so that the registration card will be removed from the records.
3. It is a violation of parking regulations to park in Handicapped parking unless a valid Handicapped parking permit is issued by Health Services or the State of Michigan, and displayed.

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- It is a violation of parking regulations to park in designated United Way Parking spaces, unless a United Way permit is displayed.
- It is a violation of parking regulations to park in areas painted with striping, no parking signage, or other no parking devices, and areas not meant for parking.
- It is a violation of parking regulations and strictly prohibited to “Train Hop”, pass over, under, or onto trains on the tracks on the mill site including parking lots. All personnel must walk around the trains and not between the train cars. Designated walkways that cross over the train tracks are only to be used when no trains are present.
- Do not attempt to beat a passing train to a crossing. Trains have the right away.

Employee Bridge Walkway:

Employee Bridge Walkway is restricted to pedestrian, bike, and small motorized vehicle travel. Bikes must be walked down the walkway, not ridden. Small motorized vehicles such as Cushman's, and Golf Carts may be used on the walkway only if pedestrians are clear of the walkway before use.

Food and Personal Deliveries:

Employees must go down to the Employee Lobby adjacent to the Front Gate to retrieve food and other deliveries from outside the mill. When the delivery personnel checks in at the Front Vehicle Gate, the officer will let them through to the Employee Lobby to make the delivery.

- Lunch Vendors will be allowed to enter the mill site through the back gate and park in the Lunch Vendor parking space with a limit of one vehicle. All other workers will have to park in Lot A, walk over the Employee Bridge Walkway, and go through the Front Gate.
- When entering the mill site though the back gate, Lunch Vendors must stop at the back gate to check in, get safety glasses if needed, and directions.
- Lunch Vendors must arrive no earlier than 9:00 AM and be off site no later than 2:00 PM on the day of scheduled lunch.