

## Access Control - Company Facilities – P&G Suppliers

**Scope:** All Company facilities globally

**Approver:** Dave Dunoye, Global Security Vice President

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**Contact:** Dave Flavin, flavin.dj@pg.com

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### 1.0 Company Intent

The intent of the Physical Access Control - Company Facilities policy is to provide direction for Access Approvers granting physical access and to site physical security owners to follow in permitting access to Company owned or leased facilities for Authorized Personnel. This is also intended to deter and detect unauthorized access to P&G facilities.

### 2.0 Policy

1. Physical Access control can be accomplished by utilizing receptionists, security officers / guards, electronic access control systems, or locks to restrict physical access to P&G facilities (Facilities installing new electronic access control systems must implement the Company standard OneKey PAC system).
2. **Authorized Personnel** will be designated by a P&G issued photo identification badge; only one permanently assigned active ID badge is permitted per individual. Authorized Personnel will present a government issued photo ID to verify their identification before their P&G badge is issued.

**Note:** Authorized Personnel will be designated by HR for Employees and Retirees and Purchases / Business Unit Sponsors for Non-Employees. HR records will be checked to ensure that authorization status reflects employment status. Non-Employee access authorization status will need to be renewed every six months by the sponsor.

3. Authorized Personnel are defined as:
  - a) **Non-Employee** – person who is not a Company Employee, but his / her work supports facility or business core operations requiring a physical presence with unescorted access to the facility on a regular / weekly basis.  
Type of work requiring unescorted access is: Temp Office / Staff Augmentation, Facility Management Services, IT Management Services, Employee Management Services, Facility System Maintenance, Construction (See 12e for exception), Dining, Cleaning.
  - b) **Non-Employee Escorted Access Required** – person who is not an Employee needing access to a facility either to conduct business meetings, short duration services, or as a social call; requires escorted access to the facility.  
This can be Non-Employee Sales, Marketing, Business Development, Executive Management of Alliance Partner Teams, Agency, Suppliers, Vendors, or representatives of our External Business Partners who are at a facility for the sole purpose of a business meeting.

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4. **Access Authorization will be verified by – valid card swipe at an entry point.** Security Officers / Guards / Receptionists may also check to ensure the photo on ID matches the badge holders.
5. All personnel entering a Company facility must verify their own ID badge in their possession is valid and active in the access control system by entering an access portal to present their badge to a card reader. Sharing an ID badge with another individual is strictly prohibited. Staffed lobbies without access reader-controlled portals will install a reader on or near the reception desk to facilitate this requirement.
6. P&G Identification Badges are required to be **visibly** displayed on the front side of the body at or above the waist by all personnel while in our facilities (note, this may be different in areas with safety constraints and should be discussed with the Global Security Site Resource).
  - a) P&G ID's images must not be posted on social media sites, such as: LinkedIn, Facebook, Twitter, Instagram, etc. When outside of a Company facility P&G IDs should be secured out of sight of the general public.
  - b) Non-Employee Daily Escorted personnel must be issued red lanyards (to be worn around the neck) with the words Escort Required printed on them.
7. Non-Employee Unescorted Access must be granted during normal business hours only. Refer to the Policy – Access Control – Non-Employee Unescorted Access After-Hours for exceptions to this policy.
  - a) Non-Employee Unescorted Access badges **will expire within 6 months** from the date of issue or sooner if indicated.
  - b) Non-Employee Unescorted Access individuals with T#'s and the P&G Identification Badge will automatically expire at 6 months if IT Access is not renewed by sponsor (note, for sites with ACE project implemented or non-employees registered in IT Access the T# non-employee badges will have expiration dates greater than 180 days in physical access control CCure reports based on IT Access automation).
  - c) If the Non-Employee Unescorted Access individual has forgotten their assigned P&G Identification Badge, they must be issued a temporary Non-Employee Unescorted Access badge. A picture must be taken of the non-employee through the Visitor Management solution. The visitor management label with name/photo should be affixed to the badge or case housing the temporary access card. Temporary badges that are not linked to the access control system must have a time sensitive sticker that indicates when the badge is no longer valid. The temporary Non-Employee Unescorted Access badge must be signed out and in daily.
  - d) P&G Identification Badge deactivation requests are limited to the Sponsor, Site HR Leader, and/or Global Security. Site security personnel should record the name, date and time of person requesting access deactivation and ensure this is noted in the site security log.
  - e) Critical non-employees meeting the requirements of item 3 c) except for “regular / weekly basis” can be granted a temporary day badge provided their entrance is preauthorized by a P&G sponsor or a key business partner sponsor approved by P&G. Note, large scale facility construction projects could require exceptions to issuing permanent site non-employee physical access control badges, it is recommended you work with your site Global Security resource to determine best direction to follow.

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8. Non-Employee Escorted Access individuals are required to register with Reception / Security. P&G Sponsors and Critical Facility and IT Infrastructure Service Providers can authorize Visitor / Non-Employee escorted access individuals to enter the facility. They must be escorted by Employees or Non-Employee possessing unescorted access badges. Non-Employee may only host a visitor during the normal course of their work specifically related to their business on site as required by P&G (subject to local business unit requirements) while in non-common areas of the facility. No personal visitors can be brought in by non-employees. Sites may elect to make visitor escort by P&G Employee only based on the work occurring at the site.
  - a) Non-Employee requiring an escort must present a government issued picture ID and be issued a temporary Non-Employee Escorted (Visitor) badge.
  - b) Non-Employee Escorted Access individuals must have a sponsor and may not enter the facility without an escort; the sponsor is responsible for escorting the visitor by meeting them at reception and returning them to reception at end of visit.
  - c) Non-Employee Escorted Access individuals must have a photo taken and printed on the temporary label badge issued through Visitor Management solution at the reception desk.
  - d) Non-Employee Daily Escorted personnel must be issued red lanyards worn around the neck with the words Escort Required printed on them.