

PDS INFOTECH PVT LTD

Visitors' Policy

(Ref No: - ISMS/PDS/5.2/17)

Purpose-

The purpose of this document is to provide guidance for Visitors to **PDS INFOTECH PVT LTD** Office premises, as well as for employees sponsoring Visitors to **PDS INFOTECH PVT LTD**

Expiration-

The processes and statements in this document do not have an expiry date. However, this document is reviewed and updated annually, and is maintained in the Document Management system of **PDS INFOTECH PVT LTD** .

Background-

PDS INFOTECH PVT LTD delivering quality services to our customers. As such, we have a significant investment in Intellectual Property. Also, our quality services have areas that could be considered hazardous to untrained or unequipped personnel. This document provides the mechanism to protect both our Visitors and the **PDS INFOTECH PVT LTD**, while still filling our mandate of community education and participation.

Scope-

This policy applies to all Visitors to any premise of **PDS INFOTECH PVT LTD** , and to employees who sponsor Visitors.

Policy Statement-

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

Policy-

1. Visitors to the **PDS INFOTECH PVT LTD** office must sign in and out according to the prescribed register.

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2. All visitors will be issued a dated visitor's pass which should be returned to the issuing party when signing out.
3. Any unauthorized visitor failing to secure a pass will be asked to leave. The premises until one can be obtained.
4. All the visitors have to submit their bags and any kind of electronic gadgets in the reception.
5. The visitors have to silent their Mobile phones inside the office premises.
6. If any visitors need the Wi-Fi access for any official purpose, the receptionist has to contact with the IT department.

Check-In-

All Visitors must arrive at a designated Check-In entrance (the main reception desk in most locations)

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.

A Visitor cannot sponsor another Visitor.

Pets 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.

Visitors must sign two copies of a "Visitor Agreement." Visitors must read this document and keep their copy of this agreement with them at all times during their visit. Visitors will be required to initial the Emergency Evacuation section of this agreement, and will be asked verbally if they have read and understand this section. Visitors will also be required to initial the Exit Inspection section of this document.

All Visitor electronics (laptops, other computer equipment, cell phones, etc.) will be checked in as described in the Laptop, Computer and Related Equipment Check-In / Check-Out Procedure.

Visitors Badges-

Visitor Badges must be worn at all time. Employees are instructed to immediately report anyone not wearing a Visitor or Employee badge.

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Visitors requiring access to areas controlled by swipe card access locks should arrange temporary cards with their sponsor. Departments that have swipe card access locks in their area may have a small number of temporary swipe cards available. These cards are limited to activation windows of 24 hours.

Photographs and Cameras-

Visitors are not permitted to take photographs inside of **PDS INFOTECH PVT LTD** premises, unless discussed specifically with sponsoring employees. For instance, photographs are sometimes required for documentation purposes. If employees have any questions about the suitability of photographs, they should consult the Human Resources Department.

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 in the name of the PDS INFOTECH PVT LTD (as might be requested by a reporter or a lawyer) will be reported to the Office of the CSO, and will be dealt with under the “Penalties” section of this document.

Check out-

Visitors will check out at the same station where they arrived. All Visitor electronics will be checked out individually as described in the Laptop, Computer and related equipment Check-In / Check-out Procedure. The checked out Visitor will be taken off the On-Premise List, both in the paper and online copies.

Checking out of computers and related equipment may take significantly longer after regular business hours, Visitors should factor this into their estimates for exit times.

Exit Inspection-

Visitors may be subject to a brief search of their laptop bags or other luggage as they exit the premise. Permission for this search is granted by the Visitor signature on the Visitor Agreement Form.

Multiple Day Visits-

Visitors who are at **PDS INFOTECH PVT LTD** 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 and would then fall under the Long Term Contractor Policy.

Network or System Access-

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Consultants or other Visitors that require internet network access can freely access the Visitor Wireless Network. Access to this network requires on-line agreement to the terms and conditions of network use. The unique number on the back of the Visitor badge is required to authenticate on the web page that is presented on access to this network.

Visitors who require access to production IT networks will need permission from their employee sponsor, who will arrange temporary credentials with the Helpdesk. 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.

Visitors who require access to the production PLC or SCADA network will require prior permission from the Plant Manager and the Office of the CSO. Visitor use of employee credentials is not permitted under any circumstances.

Contractors making changes to production systems on either the IT or PLC/SCADA networks are subject to the IT and Production Systems Change Control 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.

Remote Access to the **PDS INFOTECH PVT LTD** networks are governed by the Virtual Private Network Remote Access Policy.

On Courtesy-

All employees of **PDS INFOTECH PVT LTD** are to bear in mind at all times that all Visitors are either Customers or potential Customers. Even in the case of clear violations of this policy, all actions, dealings and conversations are to be courteous in nature.

Responsibilities-

This document is maintained jointly by the Human Resources Department and the Office of the CSO (Chief Security Officer).

Enforcement of this policy falls to these offices, as indicated in this document.

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 main Reception Desk.

All Corporate Policies and Procedures are to be considered confidential information. While many of these Corporate Documents are required by Visitors as part of their visit, any policies or procedures not required in this capacity should be considered to be governed by the "Information Disclosure" section of this document.

Date of Issue	Maintain by	Approved By
March, 2018	PDS INFOTECH PVT	

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	LTD IT Team	
Last updated on June, 2018		
Next update on December, 2018		