

PDS INFOTECH PVT LTD

Visitors' Policy

Ref No: ISMS/PDS/5.2/17.1

1. Purpose

This document provides guidance for visitors to PDS Infotech Pvt Ltd ("the Company") office premises, and for employees sponsoring the visitors.

2. Background

The Company delivers software products and services to its customers and holds significant intellectual property and confidential customer information. This policy protects both visitors and the Company while supporting legitimate business, partner, and community engagement.

3. Scope

This policy applies to all visitors to any Company premises, and to employees who sponsor visitors.

4. Policy

4.1 General Requirements

- Visitors must sign in and out using the prescribed visitor register.
- All visitors will be issued a dated visitor's pass, to be returned to the issuing party at sign-out. Any unauthorized visitor who has not secured a pass can be asked to leave the premises.
- Visitors on-site for multiple days must follow the check-in/check-out procedure on each day of their visit.
- Longer-term contractors may instead be sponsored for a photo-ID badge, in which case they are governed by the Company's applicable contractor/long-term engagement provisions rather than daily visitor procedures.
- All visitors must give access (if asked) to bags and electronic devices at front desk for security check.
- Visitors requiring Wi-Fi access for official purposes should reach out to the IT department.

4.2 Check-In

- Visitors must arrive at the designated check-in point (the main reception desk).
- Visitors must present government-issued photo identification at check-in.
- Visitors must be met by their employee sponsor at check-in. A visitor cannot sponsor another visitor.
- Pets are not permitted; special request for assistance animals may be allowed based on permission taken prior to visit.

4.3 Visitor Badges

- Visitor badges must be carried by the individual at all times. Employees should report anyone not wearing a visitor badge.
- All visitor electronics (laptops, other computing equipment, etc.) must be checked in and out at reception.

4.4 Visitor Badges

Visitors are not permitted to take photographs on Company premises unless specifically agreed with their sponsoring employee.

4.5 Information Disclosure

Visitors must not request information beyond what pertains to their visit or the work being performed. Requests of a confidential or inappropriate nature — including for corporate documents, customer information, financial projections, comments on pending litigation, future products, or future corporate direction, or requests for a statement on the Company's behalf (e.g. from a reporter or lawyer) — must be reported to the Information Security team and handled in accordance with the Company's disciplinary procedures. All Corporate Policies and Procedures are considered confidential information; any such document not required for a visitor's specific purpose is governed by this section.

4.6 Exit Inspection and Check-Out

- Visitors check out at the same station where they checked in.
- Visitors may be subject to a brief inspection of bags or luggage upon exit.

4.7 Courtesy

All employees should bear in mind that visitors are current or potential customers, partners, or collaborators. Even where a clear policy violation occurs, all interactions with visitors must remain courteous.

5. Roles and Responsibilities

- Receptionist: Administer day-to-day check-in/check-out.
- Employee Sponsors: Meet and accompany their visitors. Responsible for their visitor's compliance with this policy.
- HR: Maintain and ensure smooth running of this policy.

6. Review

This policy shall be reviewed at least annually, or upon significant organizational or regulatory change, to ensure continued alignment with ISO/IEC 27001:2022.