

FRONTIER

SUPPLY CHAIN SOLUTIONS INC.

Security and Threat Awareness Protocol:

- ▶ All staff is to wear identification tags at all times
- ▶ Visitors are to sign in at the front desk and collect a visitors tag
- ▶ Visitors will be escorted around the building
- ▶ Security access to the building
- ▶ Employee have a responsibility to ensure only staff is walking around the building. No unauthorized access to the building/warehouse.
- ▶ Ensure that only authorized personal have keys and security codes to the building
- ▶ Change building security codes on an ad-hoc basis
- ▶ Have policies to recover keys from terminated employees

What to do if you see an unauthorized person in the warehouse:

- ▶ Approach them to identify who they are and what they are in the building for
 - ▶ “Hi can I help you?”
- ▶ Bring them back to the front desk to fill out the visitor log and receive and ID card
- ▶ Call the necessary staff member to meet the individual in the lobby and escort them to their destination
- ▶ DO NOT ALLOW UNAUTHORIZED PERONAL TO WALK FREELY THROUGH THE BUILDING
- ▶ Unauthorized personal should be accompanied by a staff member at all times
- ▶ If an unauthorized person is spotted walking through the building notify a manager immediately