

## **Entry Control**

The grounds, facilities and property of BAE Systems Southeast Shipyards AMHC Inc. and subsidiaries (“BAE Systems”) are private property. Persons may enter BAE Systems for business purposes only. All persons entering BAE Systems must comply with BAE Systems’ security requirements.

BAE Systems will issue ID badges to subcontractor’s employees. The badge is required for entry and must be displayed at all times while at BAE Systems. In order to obtain a badge, the subcontractor must have a host at BAE Systems such as a Project Manager, Project Coordinator, or Subcontracts Buyer. The subcontractor must provide the following information to their host who will need to provide it to BAE Systems Security Department: subcontractor company name, employee name, destination (such as name of vessel), dates, security clearance level, employee’s social security number if applicable for security clearance, and employee’s citizenship status. Citizenship status must be confirmed to the host in writing. The required information must be provided by the host to BAE Systems security department at least 3 days in advance.

BAE Systems may refuse entry to any individual.

## **Subcontractor Parking**

In general, subcontractors’ employees are expected to park in the general parking lot outside the main gate.

If the subcontractor requires access to park inside the main gate, they should make this request to their host, who will make this request to BAE Systems Security Department. BAE Systems Security Department will issue a parking pass which is required to enter through the main gate and which must be clearly displayed on the vehicle’s dash while parked at BAE Systems. The host will provide specific instructions on where to park inside the main gate.

Evidence of automotive insurance as listed in the General Insurance Requirements must be provided in order to be permitted access inside the main gate.

It is important to note that BAE Systems is a shipyard. Blasting and painting operations take place continuously. BAE Systems is not responsible for overspray or any other damage to subcontractors’ vehicles. Parking is at the subcontractor’s own risk.

## **Employee Conduct**

Subcontractor shall be responsible for the conduct of their employees at all times while at BAE Systems. Subcontractor shall immediately remove any employee whose conduct results in disruption of operations or creates an unsafe working environment. All such conduct shall be immediately reported to BAE Systems Security Department or Safety Department as appropriate.

Any Subcontractor employee who commits an act of violence on the property will be immediately removed from the property and refused re-admittance. “Act of violence” is defined as physically harming another, striking, shoving, pushing, intimidating, coercing, brandishing a weapon, or an attempt to do any of the foregoing.

No person may bring or attempt to bring a weapon onto BAE Systems property. "Weapons" are defined as firearms, guns, airguns, any bladed instrument that opens by gravity or spring-loaded mechanism ("switchblades"), knives unless regularly used as a tool in the performance of the employee's duties, explosives, chemical irritants, batons, and other devices used as a tool of violence (e.g. chains, brass knuckles, baseball bats, etc.).

No person may possess, be under the influence of, or attempt to bring intoxicates onto the property including the parking lots. Intoxicates include alcoholic beverages, narcotics, intoxicating inhalants, and any controlled substance identified in 21CFR 1300.01.

Any person who violates these requirements shall be removed and debarred from the shipyard for a period of not less than six (6) months. BAE Systems Security may notify law enforcement agencies as appropriate.

### **Photography**

Photography is prohibited at BAE Systems without prior written approval of a Production Manager or Director. A copy of such authorization must be provided to BAE Systems Security Department upon entering BAE Systems.

### **Solicitation**

Solicitation and distribution of any material by subcontractors' employees, while working at BAE Systems are prohibited. Posting of notices, signs, or writing of any kind on the property and bringing persons onto the property for the purpose of solicitation or distribution of materials is prohibited. Subcontractors and their employees are also prohibited from recruiting or soliciting any person(s) for employment while on the property.

### **Loss Prevention**

BAE Systems assumes no responsibility or liability for subcontractors' equipment, vehicles, or other property. Subcontractor is responsible for securing material, tools and equipment belonging either to the Subcontractor or under its control when not in use.

Subcontractor tools and equipment must be conspicuously and permanently marked with the Subcontractors name or the name of the company the equipment from which the equipment is rented.

Subcontractor shall obtain written authorization (Material Shipout) to remove any property, including but not limited to Subcontractor-owned property, BAE Systems-owned property, BAE Systems-controlled property, and scrap materials. All persons, vehicles, vessels, and property entering and exiting the property are subject to search.

BAE Systems assumes no risk of loss to any subcontractor's property. Subcontractor shall report all thefts to BAE Systems Security Department immediately upon discovery.