BASF RTP Security Policies

Personnel Identification

- All individuals (employees, contractors, and visitors) must display identification in a conspicuous manner while on site.
    - Employees and contingent workers should display their employee ID/badge.
    - Visitors and contractors must display their visitor ID (see visitor and contractor sections).
- Employees who lose their badge must report this to the Security office immediately and a new badge will be issued.
- Employees who forget their badge must sign in to the site through iLobby at the front desk (DD) or the Visitor Center (TW).
- Personnel who do not have IDs displayed are subject to inquiry by Security personnel, management or any other BASF employee.

Site Access

- Only authorized personnel are permitted access to BASF property and buildings.
- BASF RTP utilizes access control devices (badge readers) for vehicle entry as well as personnel entry at both RTP locations. Authorized personnel are provided access control cards (badges) to gain access to BASF property where work is conducted.
- Individuals without an access card (badge), visitors and contractors, must enter through the Visitor Center (TW) or the main lobby (DD) to sign in using the iLobby visitor system prior to accessing the facility.
- All employees, contingent workers and nested contractors who are permanently assigned to RTP and work at the site at least two days per week, are provided individual access badges.
    - Hiring managers should complete the BASF Card Access Badge Request form in order to generate a badge for new workers or contractors. Forms must be submitted to the Security office.
    - Visiting employees from other sites must sign in using the iLobby visitor system in the main lobby (DD) or at the Visitor Center (TW). If visiting employees will be working in RTP for an extended period of time, access can be added to their card through the visitor registration form.
- Unauthorized access or aiding in unauthorized access to a BASF property is a violation of our Security policy. This may result in removal from the site and/or in disciplinary action up to and including termination of employment or services.

- Employees may not allow individuals without an active badge entry to any BASF facility or access-controlled area. If an individual is trying to gain access to the facility and does not have a badge, request that they go to the visitor entrance/front desk or that they contact Security for further instructions.
- Individuals may not leave exterior doors propped open and unattended.
- Individuals who identify a malfunctioning door that will not secure must immediately report the condition to Security.

Visitors

- Employees should register all visitors at least **24 hours in advance** using the Visitor Registration form.
    - If you have a large group of visitors (>8) coming for an event, send the list of names along with the other requested information from the form via email to RTP-Visitor-Registration@basf.com. You don't need to complete a form for each attendee.
- All visitors must enter the facility through the visitor entrance and main lobby at Davis Drive or the Visitor Center at TW. This includes family members of employees and workers.
- Visitors must sign in using the iLobby visitor system.
- Visitors shall wear the issued visitor badge while onsite.
- Visitors must be escorted at all times by a responsible BASF host.
- View more on iLobby here.

Contractors

- Contractors must enter the facility through the visitor entrance and main lobby at Davis Drive or the Visitor Center at TW.
- Contractors must sign in using the iLobby visitor system.
- Contractors shall wear the issued visitor badge while onsite.
- Contractors who need badge access to the site while performing work must notify Security. Security will issue a temporary (day) badge at the request of the BASF host.
- Contractors who will be working at the site for an extended time (e.g. projects) may be issued an individual badge for the duration of the work. BASF hosts should complete the Badge Request form and then contact Security to make arrangements.

Weapons at Work

- BASF prohibits the use, possession, or presence of firearms and other prohibited weapons on all BASF owned, leased, or occupied property. This includes any weapons in personal vehicles on BASF property.
- The following is also prohibited:
    - The use, possession, or presence of firearms or other prohibited weapons at any facility or location where a BASF-sponsored or sanctioned event occurs
    - The use, possession, or presence of firearms or other prohibited weapons in BASF fleet vehicles, rental vehicles paid for or reimbursed by BASF, or any other vehicle provided by BASF to an individual for his/her use
    - The posting of advertisements and/or classified ads regarding the sale or trade of firearms and other weapons is prohibited on BASF property and/or resources
- Non-functional weapons shall be treated in the same way as firearms and other prohibited weapons as defined in this procedure; thus, are likewise prohibited.
- This policy shall apply regardless of whether the individual is licensed to carry a firearm or other prohibited weapon with the sole exception of law enforcement or other security personnel on official business who are expressly authorized by BASF to possess a firearm or other prohibited weapon on BASF premises.
- Individuals who violate this procedure may be subject to:
    - Disciplinary action up to and including termination of employment or services
    - Removal from or restricted access to BASF-controlled property
    - Possible arrest and/or criminal prosecution

Threats / Violence

- BASF is committed to maintaining a work environment that is free from violence or threats of violence.
- Violence or threats of violence in the workplace are never appropriate and will not be tolerated.
- Any act of violence or threat of violence by or against personnel or visitors at any BASF location, or while an individual is engaged in business on behalf of BASF at a location other than a BASF work site, is strictly prohibited.
- In addition, any act of violence or threat of violence that occurs outside of work that negatively impacts the work environment and/or affects an individual’s ability to perform his or her job duties is also strictly prohibited.

- Individuals who commit acts or threats of workplace violence, or who management reasonably believes pose a threat of workplace violence, are subject to:
    - Removal from the site as soon as safety permits, or restricted access to the site pending the outcome of an investigation; and
    - Mandatory referral for a fitness for duty/dangerousness evaluation as a condition of continued employment; and/or
    - Disciplinary action, up to and including termination of employment or the business relationship; and
    - Corrective action that may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Reporting
    - A threat or act of workplace violence that requires immediate attention should be directly reported to the local police department and site security.
    - All personnel who observe, experience, or otherwise become aware of an act or threat of workplace violence should report it immediately to a supervisor, a manager, the Site Security Representative or Site Security,
    - Absent an actual act or threat of violence, any behavior that appears potentially threatening or violent should also be reported.
    - Any supervisor or manager who receives a report of a threat or act of workplace violence should report it immediately to their Human Resources Business Partner and to Site Security.

Searches

- BASF reserves the right to conduct searches, as the law permits, of any person, vehicle, or object on BASF property at any time and for any reason. Such searches may include, without limitation, lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, workstations, vehicles parked on BASF property, and any other personal effect brought onto or located at any worksite.
- BASF may search vehicles it owns or leases as well as vehicles that BASF personnel own that are being used to conduct business on behalf of BASF whether on BASF property or not.
- BASF will consider a refusal to cooperate with a search that BASF requests a violation of security protocol. Refusal to cooperate may result in denial of entry into a BASF property, removal from BASF property, and/or in disciplinary action up to and including termination of employment or services.

Photography & Video

- Photography and video recording at the site is only allowed with BASF devices and strictly for business purposes. Personal devices may not be used at any time.
- Photography and video recording at the site by non-BASF personnel (visitors, contractors, and contingent workers) is strictly prohibited unless authorized by the SSR, Site Manager or Site Director.
- Requests for authorization to take photographs and/or video recordings shall be submitted to the SSR via the Photography/Video Authorization form. Forms are available at Security or on the RTP Security SharePoint site.
- If photographs, video, or audio recordings are conducted for emergency reasons (such as an individual's personal safety is at risk), the SSR should be informed as soon as possible afterwards.
- Taking photographs and videos in hazardous areas or similar safety or security regulated zones is banned unless expressly authorized by the Site Manager or his/her designee.
- In all cases (except for investigations and other sensitive matters as deemed by BASF security and/or legal), photographs and video recordings will be shared with site management who can request a true copy of the recording in its original format. BASF Security and Corporate Legal have the right to demand and keep the original and all copies of any photographs or video recordings as allowed by law, as well as to ask for clarification as to how and for what purpose the photographs and/or video recordings have been taken.

Information Security

- All employees are responsible for protecting valuable information at the site by following the requirements in the Be Secure Cyber Security and Information Protection Employee Guide: Be Secure - Be Secure Employee Guide.pdf - All Documents (sharepoint.com).
- Sensitive information should always be properly stored and secured when leaving your work area.
- Additional resources on information protection are located at the BASF Be Secure site: https://intranet.basf.com/be-secure

Video Surveillance

- The BASF-RTP site utilizes video surveillance as a part of our security system. Employees, visitors, and contractors are subject to being recorded while on site.

- Non-security personnel are not permitted access to security recordings. The SSR has authority to release security video to BASF management or local authorities in support of active investigations.

Reporting

- All emergencies should be reported immediately by calling x2222 (DD) or x9800 (TW). If the situation is life-critical, call 911 instead and then notify site security as soon as possible.
- All employees and contractors have a duty to report any security-related concern or incident to their supervisor, the SSR or to Security (See Something – Say Something).
- The following are examples of concerns that should be reported. The list is not all inclusive.
    - Malfunction or failure of a security device (door, gate, lock, etc.)
    - Unknown or suspicious package left unattended
    - Individuals on site without a badge or other displayed ID
    - Expressed or implied threats
    - Prolonged or unusual observation or surveillance of facilities and operations by an outside individual (beyond professional or casual interest)
    - Individuals taking photographs or video of the site from outside the property
    - Theft of property
    - Activities that test or probe security measures
    - Breach or attempted intrusion to the facility or a restricted area
    - Vandalism or other seemingly intentional damage to property
    - Weapons on BASF property
- Factors such as race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity are not suspicious.