All Contractors engaged in any activity in Notore facilities SHALL adhere strictly to the following Security Regulations:

i. Contractors and their workers must receive Security induction/briefing before mobilizing to site.

ii. All principal staff of contractors shall present themselves for registration with the Security Co-ordinator.

iii. Comprehensive list of all workers shall be submitted to Security Department before commencement of work in Notore premises.

iv. Permanent staff of Contractors shall be issued Notore photo identity cards bearing their respective company's name.

v. Short term Contractors (5days and below) shall be issued regular access tags daily at the main gate.

vi. Identity cards must be worn at all time while within Notore premises.

vii. All items/equipment brought into the premises shall be declared at the point of entry.

viii. Access tags/Identity cards are not transferable.

ix. All Security tags/Identity cards issued must be returned by the contractor at the end of the contract period and the contractor SHALL be liable for any loss and/or mutilation of the tags/Identity so issued.

x. Contractors shall be liable for the conduct and activities of their workers while within Notore premises.

xi. Approval of the Security Coordinator is required for Vehicular access into the plant.

xii. Workers are restricted strictly to their work site and loitering is highly prohibited.

xiii. The official work hour is 7.30am to 4.30pm.

xiv.      Permission must be obtained from the Security Coordinator for any activity beyond official hours, and 12 hours written notice for weekends and public holidays.

xv. List of workers for weekend and public holiday work must be submitted to security along with the written notice for security clearance.

xvi.     Violators of any of these regulations would be escorted out of Notore premises or be handed over to the police for prosecution.

## SECURITY CONTACTS

08054201028 (Plant Security)
08072093140 (Estate Security)

SECURITY DEPARTMENT
June 2017