

# Visitor Instructions and Confidentiality Agreement

Welcome! We are pleased to have you as a guest of TVS SCS at our facilities.

## Health and safety instructions

Throughout your visit your personal safety is our concern. We therefore request that you abide by the following:

- Access to the premises is only allowed when accompanied by a TVS SCS employee.
- Visitor badge must be worn at all times and should be returned to Reception upon departure.
- In the event of an emergency, all visitors must leave the premises immediately via the nearest safe exit and report to the designated assembly point.
- Smoking is strictly prohibited inside the building.

## Information security agreement

TVS Supply Chain Solutions are accredited to ISO27001 and maintain a UKAS certified Information Security Management System. The company is also registered under the UK Data Protection Act and are committed to the principles of these systems. As such at all times whilst on site:

- Mobile phones, cameras, PDA's, computers or any other recording/storage devices are prohibited unless expressly authorised by your accompanying company representative
- No hard copy or electronic information is to be taken off site without first obtaining authorisation from your accompanying company representative
- Dependent upon the purpose and scope of the visit being conducted, more detailed policies and procedures may need to be agreed to before access to the site is granted
- All persons on site have a responsibility to report any suspicious activity immediately to your accompanying company representative or security personnel
- Only persons with relevant training, experience and skills shall conduct tasks as requested on behalf of the Organisation. Any skill gap shall be communicated and remains the responsibility of the supplier/contractor to acknowledge in advance of any works requested.
- Failure to observe the terms detailed herein will be regarded as a breach of contract and will be considered a serious breach of confidence that may result in expulsion from the site. It could also result in prosecution of the offending individual and/or the Company.

## Non-Disclosure Agreement

During your visit to TVS SCS's facility, you may learn and/or have disclosed to you proprietary or confidential information (including, without limitations, information relating to technology, processes, equipment, drawings and specifications) which are not generally known to the public (hereinafter collectively called "Confidential Information").

In consideration of your permission to visit TVS SCS's facility and for the courtesies extended to you during your visit, you agree that you will not, either;

- A. Disclose or otherwise make available to others any Confidential Information disclosed to you during this and any subsequent visit; or
- B. Use or assist others in using or further developing in any manner any confidential information.
- C. Use cameras or video technology to disclose confidential information.

By signing into the facility, you acknowledge and understand the Health and Safety instructions, the Information Security Agreement and the Non-Disclosure agreement posted.