



## VISITOR POLICY

The following guidelines outline the company's policy on Visitors to all ORBIT LTD Facilities.

These guidelines must be followed at all times for Security Reasons:

- Preferably, all visits should be pre-arranged;
- Full details of the visitors should be given to the Main Gate and the Security Manager in advance of the visit (i.e. Name(s), Company, OB person to be visited, Date and Time of expected arrival);
- On arrival, all visitors should introduce themselves to the Security Guard at the Main Gate;
- All visitors should present some form of ID – either an official ID Card or Passport;
- The Security Guard will note the Name, ID no., Company, Vehicle Registration Number, Date and Time of arrival for all visitors, plus the name of the ORBIT LTD person being visited;
- Each visitor will be given an ORBIT LTD Visitor's Pass which must be worn at all times whilst on ORBIT LTD property;
- Additionally, each visitor will be given a Safety Sheet in either Bulgarian or English and a High Visibility Vest;
- The Safety Sheet contains important Safety Information for the visitor and so should remain with the visitor whilst they are on ORBIT LTD property;
- The High Visibility Vest must be worn by all visitors when entering any ORBIT LTD Warehouse;
- The Main Gate will notify, by telephone, the ORBIT LTD person expecting the visitor;
- The visitor will be instructed by the Security Guard where they can park their vehicle;
- Additionally, the visitor will be instructed how to find their way to the Main Office Entrance;
- On arrival all visitors should present themselves to the Main Reception, where the Receptionist will inform the department and ORBIT LTD employee about their arriving;
- ORBIT LTD Reception will notify the person being visited;
- The relevant person in ORBIT LTD must receive their visitors in ORBIT LTD Main Reception and then accompany them to their meeting room;
- Visitors must not be allowed to walk around ORBIT LTD Facilities unaccompanied at any time;
- On departure, all visitors must be accompanied down to ORBIT LTD Main Reception;
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- All visitors must sign out in the ORBIT LTD Visitors Book, noting the time of their departure;
- All visitors must then collect their vehicle and make their way to the Main Gate;
- At the Main Gate, all visitors must present the ORBIT LTD Visitors Pass, Safety Sheet and High Visibility Vest to the Security Guard;
- The Security Guard will check the Visitors Pass and Vehicle details against his Visitors Book and note the Time of Departure.