

BHARAT FORGE



Security Policy

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Introduction

1. Bharat Forge Limited (BFL), Indian multinational is a technology driven global leader in metal forging, having a transcontinental presence across ten manufacturing locations, serving several sectors including automotive, automobile, power, oil, and gas, construction and mining, locomotive, machine and aerospace. It is the world's largest forging company with flagship plant located at Mundhwa (Pune, Maharashtra).
2. Effective and reliable workplace security is very important to do the business because it reduces insurance, compensation, liabilities and other expenses that the company must pay to its stakeholders, ultimately leading to increased business revenue and reduction in operational charges incurred. As also employees are our assets and when they feel secure and safe, they work better, absenteeism is less, and productivity level is higher.
3. BFL Mundhwa is situated in area of dense population all around and close to cantonment area, railway line and overlooking flyover which makes it vulnerable to security threat. BFL has also made forays into critical and strategic defence sector and hence there are related security challenges. COVID - 19 pandemic and such like situations also throw a completely different kind of challenges. All these factors need to be borne in mind while formulating security policy.

Aim

4. To lay down Physical Security Policy Guidelines for BFL Mundhwa Plant.

Philosophy

5. To provide a secure and safe environment to do business.

Purpose

6. The purpose of Physical Security Policy is to :-
 - (a) Establish the rules for granting control, monitoring and removal of physical access to the Company premises.
 - (b) To regulate movement of personnel.
 - (c) To ensure smooth movement of vehicles inside the Company premises.

Scope

7. **Employees.** This applies to all employees, contractual employees, trainees, privileged customers, consultants, suppliers, contractors, laborers and all other personnel working inside the BFL premises.

Document Control. The Physical Security Policy document and all other referenced documents shall be controlled. Version control shall be to preserve the latest release and the previous version of the documents shall be retained only for a period of two years for legal and knowledge preservation purpose.

Objectives

8. The objectives are as follows :-
- To protect company's area, assets, material, employees, officers, visitors and customers from all possible threats.
 - Prevent losses, damages, injuries and destruction from sabotage, theft and terrorist action.
 - Control movement of personnel, vehicles and material.
 - Enforce Regulations.

Security Management System

9. Security Management System involves effective access control and surveillance through a proper mix of manpower and technology. Physical Security comprises of methods and devices which are designed to prevent losses through theft, espionage, sabotage or any other kind of intentional damage to Company's assets.

Assets

10. Assets of the Company are as follows :-
- Physical Assets (Infrastructure, stores, vital installations) – **Security of Material.**
 - Human Resources (Employees, contract workforce, visitors/vendors) – **Security of Personnel.**
 - Proprietary Information (blue prints, process documents, business data) – **Security of Information.**

Threats

11. Security risks are as follows :-
- | | |
|---|--------------|
| (a) Pilferage of goods and raw material | – Low Level. |
| (b) Theft | |
| (c) Labor Unrest | Mid-Level |
| (d) Subversion. | |
| (e) Espionage. | } High Level |
| (f) Sabotage. | |
| (g) Terrorist Threat | |

Security Force

12. The Physical Security aspect of the Company will be jointly looked after by a nucleus of proprietary staff and by a contractual security agency. The security Force will guard the Company's assets, prevent

losses, ensure access control by controlling the movement of personnel, regulate the movement of vehicles and material, enhance safety of employees, visitors, stake holders, enforce regulations issued by the Company, transport casualties to the designated hospitals, respond to special situations and emergencies.

13. Armed Security will be provided for guarding of military oriented installations.

Physical Security Measures

14. Physical security will be ensured by instituting following measures :-

- (a) Physical barriers along perimeter.
- (b) Watch Towers.
- (c) Surveillance system based on CCTV cameras to cover entire perimeter.
- (d) Security lights along perimeter.
- (e) Gates and their management.
- (f) Access control systems.
- (g) Security Manpower Management.
- (h) Patrolling.

Gates

15. All officers, workers, visitors, customers, consultants, suppliers, contractors, labors will enter and exit BFL only from Main Gate. All material carrying vehicles will be entered/dispatched through Material Gate. Entry and Exit through Railway Gate, MSEB Gate is prohibited. All personnel and vehicles are liable to be searched by Security Staff during entry/exit from Bharat Forge Ltd.
16. **Material Gate.** All inward and outward material movement will be through Material Gate only. The drivers shall deposit/show vehicle documents and material (that is being carried) related documents at Material Gate. After requisite confirmatory documentation the driver shall be issued a Pink colored entry Gate Pass which will be returned when exiting. Outward movement of load carrying vehicles will be permitted on authorized Gate Pass issued by the competent authority.
17. **Turnstile Gate.** All employees will pass through Turnstile Gate when entering at the beginning of the shift and while exiting at the end of the shift.
18. **Saarloha Gate.** This gate will be utilized only for movement of vehicles for carrying load from Saarloha Company to BFL and vice a versa. This can also be utilized by employees of BFL and associated companies whose offices are located inside premises of Saarloha Company and by the trainees for the duration of training period only.
19. **No. 2 Gate.** This is co-located alongside Security Office. No vehicles of employees will be permitted inside this gate except those of high ranking officials who have been specifically permitted by the competent authority. Safety, Security and Company pool vehicles will be permitted inside No. 2 Gate. Vehicles of visitors to offices housed in CMD Building or any other vehicles for which permission of competent authority has been taken will only be

permitted inside No. 2 Gate. Anyone who moves out of the Company premises prior to scheduled time of departure, he will be allowed on out pass signed by the Head of Department or any other officer authorized on his behalf. Entry to this effect will be made in the Out pass Register at No. 2 Gate.

Control Permits

20. Following control permits will be issued:-

- (a) Officers and Permanent Employees. Punching Machine Access Control Cards will be issued by Personnel Department with the photographs and specific Ticket Number which will also act as Identity Cards.
- (b) Contract Workers. A different Punching Card will be issued to Contractual workers.
- (c) Contractors/Suppliers/Laborers. Work permits, passes and out passes as applicable will be issued.
- (d) Entry into the premises of BFL will not be permitted without Control Permit.
- (e) All small/light weight stores must be received by representative of shops from Receipt Counter near Weigh Bridge. The vendor shall not go to shop. Any variation to this must have approval of CMD/DMD/EDs/Personnel Department.
- (f) Working after 5 PM or on Holidays or on Long Shut off. Special permission of Personnel Department will be taken for working after 5 PM or on Holidays or during long Shut Offs. The same will be communicated to Security Department. The date and time of entry and departure and the purpose of entry of authorized personnel (including employees of outsourcing agencies) on holidays is to be recorded.
- (g) Frisking by hand and with Hand Held Metal Detector of any person entering or leaving the BFL premises can be carried out by security personnel.

21. Movement of Personnel. Security will ensure smooth flow of personnel movement during shift change period as also prevent unauthorized person's entry into the Plant premises or a specified restricted area. It will be ensured that there is no unnecessary inter shop movement of personnel. Additional access control measures will be instituted at each shop by respective Shops/Factories/Offices to ensure this.

22. Visitors.

- (a) Non-employees visiting shop must have permission of CMD/DMD/EDs or Personnel Department. The nominated employee of shop must upload details of their visitors on 'Visitors Portal' for photo identity and strict access control.
- (b) The date and time of entry and departure of visitors and third parties and the purpose of visit must be recorded in the Visitor Management System (VMS) by the host. VMS generated Gate Pass will be issued to visitors by the security personnel at the Main Gate. Gate pass duly signed by the host will be returned to the Security at the Main Gate on completion of the visit.

- (c) If pre-approval through system is not taken, then visitor must be requested to wait at the reception till the host confirms his approval through IOC to the Security Office.
- (d) In case of delegation visit comprising of important delegates, gate passes will be made but will not be issued, however these will be kept as record.
- (e) In addition different colored badges authorizing entry to specific areas will be issued. Visitors will display badges on their shirt pockets
- (f) No employee is authorized to take any visitor near user workstations. He should keep his entry restricted to the discussion/conference rooms.
- (g) Visitors and third parties will be allowed entry to computer and communication rooms for authorized and specific purposes only. They must not be permitted unsupervised access to computer and communication rooms.
- (h) Visitors' Yellow pass (manual) can be issued when Visitor portal is not functioning. This can also be issued to our employees who have forgotten to bring ID cards.
- (i) The visitor shall disclose the laptop, pen drives, cameras, smart phones in their possession to the security staff at the Main Gate. Unless specifically requested to be allowed inside for official purposes by the host department, these will be kept at the Reception Centre at the Main Gate.

Movement of Vehicles

23. Unauthorized vehicles will not be permitted inside the Plant. Following measures will be implemented for smooth movement of vehicles inside the plant premises :-
- (a) Designating separate in/out gates for load carrying vehicles, for rest of the four wheeled vehicles and for two wheeled vehicles.
 - (b) All employees shall display BFL vehicle sticker on their vehicles.
 - (c) All employees and visitors shall park their vehicles in designated parking area only.
 - (d) Two wheeled vehicles will use will use Two Wheeler Road for entry and exit from BFL.
 - (e) All two wheeler riders shall wear helmets otherwise will not be permitted to ride into the Company premises.
 - (f) Circuitous route for movement of employee buses will be earmarked.
24. **Vehicle Checking.** Vehicle checking should be carried out as under as applicable to both material carrying vehicles and other vehicles:-
- (a) Check the stickers on the vehicles.
 - (b) Check entry passes of the crews of incoming vehicles.

- (c) Check the papers of load carrying vehicles.
- (d) Check vehicle bottom with 'Under View Trolley Mirror'.
- (e) Check the driver's cabin, engine area and boot space of vehicles.
- (f) Get all the entry passes (temporary, visitors/vehicles) surrendered before exit.
- (g) Hazard material carrying vehicles should be duly checked to ensure that all norms are being adhered to.

Security of Information

- 25. **All employees working in Defence Department will sign Official Secret Act 1923.** All other officers will sign Non- Disclosure Agreement. This will be done by respective departments.
- 26. Photography is not permitted inside the BFL premises.
- 27. Visitors are not permitted to take their cameras and smart phones in BFL premises.
- 28. BFL employees are not permitted to bring smart mobile phones (Phones with cameras & internet). Those employees who need smart phones to facilitate their work will take permission from respective HODs. Department wise List of authorized employees will be submitted to Personnel Department for issue of BFL authorization stickers for pasting it on the mobile phones. Others will keep smart phones in the lockers available in the Parking Area. Key will be provided by the Security Staff.
- 29. No employee shall take photographs without permission of HOD/ED/DMD. Shop management will ensure that visitors do not take any photographs in BFL plant.

Safety Precautions

- 30. All visitors shall adhere to safety norms and use Personal Protection Equipment (PPE) when entering production/manufacturing area. It is prohibited to bring any arms, ammunition and explosives inside the premises of BFL except by the armed security guards.

Manning of Vital Points/Areas

- 31. **Following guidelines will be followed for deployment of security manpower in BFL Mundhwa Plant:-**
 - (a) **Strategic Assets and related shops will be well protected/secured. Armed guards will be deployed for the same.**
 - (b) **All gates will be manned. Manpower required will be worked out as per nature of utilization of the particular gate.**
 - (c) **All oil installations will be protected and kept under close watch for fire hazards.**
 - (d) **LPG yard will be protected and kept under watch for fire hazards.**
 - (e) **All watch towers be manned round the clock.**
 - (f) **Scrap yard will be manned when it is operational i.e. during General Shift.**

(g) Other areas to be manned during General Shift are as under:-

- (i) CMD Building entrance area.
- (ii) Cross road junctions as per priority.

(h) Other areas including outside the boundary wall to be patrolled periodically.

Dos and Don'ts Employees

32. Dos and Don'ts to be abided by all the employees are given below :-

Do's.

- (a) Do enter details in Out Register before going out during the working/shift hours.
- (b) Do inform the main gate well in advance in case you are expecting any visitor and sign the visitor pass after meeting. Use the portal.bharatforge.com for entering this information.
- (c) Do lock and park your vehicle in parking area only.
- (d) Do keep your personal belongings (Wallet, Mobile etc.) in safe custody.
- (e) Do inform HOD/Security Department if you have lost/found any item.
- (f) Do bring to the notice of security personnel any suspicious person/vehicle in the Plant.
- (g) Do report any security violation at your work place.
- (h) Do cooperate with Security staff during search.

Don'ts.

- (a) Don't over speed within the factory premises (Speed limit not more 30 km/hour for personal vehicles and 20 km/hour for commercial vehicles).
- (b) Don't report to work or under the influence of alcohol/drugs.
- (c) Don't gamble inside the company premises.
- (d) Don't take company property outside the factory without authorization.
- (e) Don't destroy any company property deliberately.
- (f) Don't make any false, vicious or malicious statements concerning any officer, the company or any of its products.
- (g) Don't loaf on the job or in the wash room or other areas during working hours.
- (h) Don't punch fellow officer's card or permit another officer to punch your card (Proxy Punching).
- (j) Don't enter any unauthorized area or department without proper authority.
- (k) Don't smoke on company roads, canteen and office premises, in unauthorized area & violate any fire regulations.
- (l) Don't violate any safety and health regulations.

- (m) Consumption of liquor, tobacco and tobacco products, any drug in any form is banned.
- (n) Don't spit on roads and at work places and litter the area.
- (o) Do not enter into argument with Security Staff.
- (p) Do not carry smart mobile phone. Only officers and employees permitted by Personnel Department and issued with stickers may carry smart phone.
- (q) Do not put company information on social media without permission.

Disciplinary Actions

33. The Personnel Department shall act on any and all complaints received under this policy or act *Suo Moto* to investigate any violations of this policy. Any violations of this policy may lead to disciplinary actions which will be determined based on the nature and factors of violation on a case to case basis, and may range from warnings to criminal complaints filed against the violator(s), which will be facilitated by Personnel Department as per the policies of Bharat Forge Ltd and the applicable law.
34. The whistle-blowers will be protected from any intimidation, victimization or discrimination for bringing a complaint under this Policy or taking part in any investigation unless they have acted in bad faith or have made false statements. Any retaliation against a whistle-blower for bringing a complaint will be treated as a disciplinary offence.

