



Section 9: Security Program

1. General Information

- 1.1 Contractors must establish a security program and coordinate their security actions with the EQ representative or EQ site security.
- 1.2 EQ is not responsible for lost or stolen property at its facilities.

2. Use of EQ Facilities

- 2.1 EQ facilities are not to be used by contractors, contract employees, subcontractors, vendors, or suppliers without prior authorization. Violation of this policy may result in immediate removal from EQ premises.
- 2.2 Use only designated roads, gates, and doors for entry or exit.
- 2.3 Park in designated areas only.
 - A. EQ reserves the right to tow vehicles that are parked in areas other than those assigned. Vehicle damage, towing, and storage charges are the vehicle owner's responsibility.
 - B. Vehicles parked or operated on site are subject to search without prior notice. Failure to allow a search may result in the vehicle and employee being barred from EQ premises.
- 2.4 Reckless or irresponsible vehicle or machinery operations may result in immediate removal from EQ premises.
- 2.5 The EQ representative determines normal working hours for the contract.
- 2.6 Visitors must be escorted while on EQ premises.

3. Harassment

Harassment, including sexual harassment, will not be tolerated. Violation of this policy may result in immediate removal from EQ premises.

4. Contractor Security

- 4.1 Do not enter or attempt to enter EQ facilities without proper authorization and identification.
- 4.2 Visitors to EQ facilities will be admitted through a security post, where they will sign in. The contractor is to provide visitors with any required personal protective equipment (PPE) before they enter a work area. Visitors must follow the same procedure as other personnel when entering or exiting the work area through a designated security post.

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- 4.3 Visitors must be escorted at all times.
- 4.4 Dismissal of an employee from the premises requires that the contractor's supervisor escort the employee to the designated exit; and as appropriate, obtain the dismissed person's documents, keys, and equipment; ensure that the person immediately leave EQ premises; and notify the EQ representative.

5. Deliveries

- 5.1 Unless waived by the EQ representative, delivery drivers for contractors, subcontractors, vendors, and suppliers must report to a designated security post upon arrival at the work area. The EQ representative will clear entry to the work area.
- 5.2 The driver will sign in or be logged in by the security officer and directed to the appropriate area for receiving and unloading. Upon completion of the delivery, the driver must return to the same gate entered and sign or be logged out. Drivers must remain in the delivery or receiving dock area until they are ready to leave the site.

6. Site Security

EQ provides varying levels of security depending on the facility or jobsite. When security is provided for the site by EQ, this service does not relieve contractors of their contractual duties, obligations, and responsibilities to ensure that their trailers, vans, vehicles, equipment, tools, and storage areas are properly secured at the end of each workday.

7. Contractor Responsibilities

- 7.1 Contractors will provide or direct the following as appropriate:
 - A. Designated parking areas for employees
 - B. A method of identification, such as hard hat decals or a company uniform
 - C. Security personnel for construction entrance roads and non-work periods
 - D. Perimeter security fencing for sites not maintained by EQ
 - E. Site lighting for night security if needed
 - F. A site access plan for approval by EQ
- 7.2 Contractors are responsible for any additional field office security beyond that provided by EQ.
 - A. If additional security measures are instituted, advise EQ of installed audible or visible alarm devices.
 - B. Provide a list of supervisory personnel (name, address, and telephone number) who will be available during non-work periods to assist in the event of a security breach or other problem.
 - C. Advise employees, subcontractors, and suppliers of site speed limits and security measures.
 - D. Provide identification of equipment and machinery by paint scheme, ID tag, or contractor name painted in a prominent location.
 - E. Disable and store motorized machinery during non-work hours to prevent unauthorized operation.

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- F. Provide proof of required insurance for vehicles to be used on site upon request, prior to vehicle use.

7.3 Employees are responsible for:

- A. Safe operation of vehicles while on site and when leaving the site.
- B. Locking or securing personal vehicles against theft.

NOTE: EQ does not assume responsibility for damage, fire, or theft to a contractor's vehicle.

- C. Parking in designated areas only.
- D. Ensuring the security of personal tools and equipment.
- E. Reporting accidents or incidents to the contractor's management and to the EQ representative.

8. Firearms

Firearms, including concealed handguns and other weapons, are prohibited on EQ premises regardless of permit. This includes firearms stored in vehicles while parked on EQ premises.