C6: Corporate Building Access

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Section: Corporate
Subject: Corporate Building Access
Approved by: Tony Massey
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Policy Owner: Safety Committee

Policy

In our continuing effort to provide a safe and secure work environment for all team members and guests, the Corporate Building Access policy outlines the corporate campus standard work and authorized building access hours, and the entry and exit door schedule for all Team Members.

While occasional work outside standard business hours is acceptable, there are no exceptions for team members to work regularly outside standard business hours. Massey Services also discourages those with 24/7 access from being alone in the corporate building.

All building entry and exit outside of standard corporate operating hours is ONLY authorized through the front door of the 5-story lobby only.

Door authorization and schedules may be temporarily adjusted from time to time to meet business specific needs. Safety Committee approval will be required for adjustments committee_safety@masseyservices.com.

Corporate Building Access

- The corporate office hours of operation are from 6:30 AM to 6:30 PM, Monday - Friday, and 7:30 AM to 2:30 PM on Saturday.

- Exempt managers, directors, and executives have 24/7 access to the front doors of the 5-story building using a key card or the mobile phone app.
- If a team member without 24/7 access is required to work outside of these hours, a manager with alarm access will need to be onsite with the team member while they are in the building. Non-exempt team members cannot be in the building without a manager present.

Corporate Office Entry and Exit

- Team member, guest, and vendor entry to the 5-story building is through the front lobby doors only. This excludes vendors required to use the rear shipping door.
- Business hours exit from the 5-story building:
  - Front lobby
  - Executive garage
  - Shipping
  - Stairwell exits*
- Outside of standard business hours, all entry and exit will be from the front doors of the 5-story lobby ONLY.

The 2-story building entrance is for team members only. All guests and vendors are required to enter through the 5-story building to check in with reception.

- Entry and exit hours for the 2-story building front and rear lobby doors is permitted 7 AM to 6 PM Monday - Friday.
- From 6 PM to 7 AM Monday - Friday, and 6 pm Friday to 7 am Monday, the 2-story front and back lobby doors are Emergency Exit only and are alarmed.

Emergency Exits

- The 3 emergency exits in the 2-story building cannot be used to exit the building at any time **(except in an emergency).** There is one located it the first-floor hallway of the 2-story that exits near the 5-story lobby, and one on each end of the second-floor hallway in the 2-story building. These exits are alarmed 24/7 and signs are posted.

- From 6pm to 7am Monday - Friday, and 6pm Friday to 7am Monday, the **2-story** front and back lobby doors are **Emergency Exit Only** and are alarmed.
- The two 5-story stairwell exits are authorized for use between 7am and 6:30pm Monday–Friday only. From 6:30pm to 7am Monday - Friday, and 6:30pm Friday to 7am Monday (weekends) the stairwell exits are **Emergency Exits Only** and are alarmed.
- Signs are posted at all designated emergency exits with notice of authorized use.

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