

ENTRY & EXIT POLICY and PROCEDURES FOR VISITORS and CONTRACTORS

A. Policy for Visitors

- A1. The Entry and Exit Procedures for Visitors and Contractors must be followed while on the terminal.
- A2. Visitors who wish to meet SSIT management are allowed to enter the terminal premises only if they are on a Pre-registered list.
- A3. Visitors who do not have their names on a Pre-registered list will not be allowed to enter, unless SSIT management agrees
- A4. Visitors who wish to meet with any contractor for personal reasons are allowed to enter SSIT terminal only after the security guard obtains permission from SSIT management.
- A5. Visitor must wear a reflective vest and hard hat at all times when on SSIT premises.
- A6. Visitors who do not have a hard hat and shoes will not be permitted inside the Terminal
- A7. Visitors are not allowed to take anything from the terminal.
- A8. Visitors are responsible for their own belongings.
- A9. All visitors must be accompanied by the person(s) that they are visiting for the duration of their stay.
- A10. Visitors must park their cars in a safe area. Visitors who are allowed to drive around the terminal the driver must take full responsibility for any accidents or damage to company property and or third party damage.
- A11. Motor Bikes are not permitted on the Terminal
- A12. No SLEEPING on or under any equipment.

B. Policy for Contractors

- B1. Contractors are always subject to the Entry and Exit Procedures for Visitors and Contractors when entering the terminal.
- B2. Contractors who wish to enter SSIT Terminal are allowed to enter the terminal premises ONLY if their names are on the Pre-registered list.
- B3. Contractors who do not have their names on the Pre-registered list will not be permitted inside SSIT unless permission is obtained from SSIT management.

B4. Contractor/subcontractor must wear a reflective vest and a hard hat at all times when working on SSIT premises.

B5. Visitors are not allowed to take anything off the terminal that does not belong to the visitors. Any visitor who takes what does not belong to them, SSIT will consider it theft and the police notified

B6.No SLEEPING on or under any equipment.

C. Policy for Vendors (fuel/food/water/vessel supplies)

C1. Vendors are not allowed to enter SSIT, unless on a pre-registered list

C2. Vendors must wear proper PPE and have Visitor Card and Vehicle Pass, visible at all times

C3. Vendors who are allowed to drive their vehicle on the terminal must be very cautious and drive within the speed limit. Drivers will take full responsibility for any damage to company property and or third party equipment

C4. No SLEEPING on or under any equipment.

D. Policy for Gate Entry and Exit

D1. All entry gates to SSIT terminal, manned or unmanned, allows only one vehicle to enter per gate cycle. No vehicle may enter SSIT terminal through any exit gate unless instructed by SSIT security.

D2. Prohibited Activities

- Tailgating and/ or side-by-side (two vehicles) entry when the gate rises is a violation of the traffic rules.
- Entering or attempting to enter SSIT through the exit gates at any time.
- Forcing entry or the manipulation of any barrier arms, gates, or associated equipment.
- Entering or exiting by driving around or avoiding a gate or gated area.
- Aiding or abetting in the prohibited activity in any way.

D3. Violations

- 1st violation – will not be allowed to enter SSIT terminal for 1 month.
- 2nd violation- will not allow to enter SSIT terminal for 3 months.
- 3rd violation – will be barred from entering SSIT terminal.

E. Policy for Gate Pass

E1. Each truck or vehicle that's allowed to enter SSIT premises must get a GATE PASS by Customer from SSIT Main Gate Security and place inside the front windshield.

E2. This GATE PASS must be returned to SSIT Main Gate Security when exiting the terminal

E3. If this GATE PASS is lost or broken, the truck/vehicle driver must pay an amount of 500,000 VND.

E4. Any missing GATE PASS must report to SSIT Management immediately.

F. SSIT

F1. SSIT will not take any responsibilities for any of the visitors or contractors belongings get stolen on SSIT premises

G. Entry and Exit Procedures for Visitors and Contractors

G1. All visitors are required to SIGN IN and OUT on the "Visitor List" at SSIT Main Gate Security

G2. All contractors are required to SIGN IN and OUT on the "Contractor List" at SSIT Main Gate Security.

G3. The visitor, contractor, and subcontractor must hand in an identity card (i.e. ID card or driving license) to SSIT security guard. SSIT security guard will give the visitor/contractor a SSIT GATE PASS in return.

G4. The visitor/contractor must wear an SSIT GATE PASS at all times when on SSIT premises.

G5. Upon leaving the terminal, the visitor/contractor must return the SSIT GATE PASS to SSIT security, who will then return the ID card to the visitor/contractor.

G6. The visitor/contractor must provide their signature indicating that they have received their ID cards.

G7. Gate Pass must be returned to SSIT Main Gate Security when exiting the terminal.

H. Theft and Vandalism

H1. The pickup of anything on the Terminal is not permitted unless authorized by SSIT

H2. The purposeful damage or vandalism of any SSIT equipment

H3. The purposeful damage or vandalism of SSIT property

H3. The purposeful damage or vandalism of any third party equipment

I. Truck Driver

I1. Truck Drivers will not be allowed to Enter SSIT without being on a pre-registered list

I2. Truck Drivers WILL NOT take anything from SSIT, that does not belong to them

I3. Truck Drivers WILL OBEY all Traffic and Safety Regulations of SSIT

I4. Truck Drivers WILL NOT throw trash onto the Terminal

I5. Truck Drivers MUST have the proper PPE in order for them to be outside their truck

I6. No SLEEPING on or under any equipment.

J. Violations

- J1. Violators will be warned and their supervisor or customer notified
- J2. Second Violation the driver will be asked to leave the Terminal
- J3. Third Violation, Driver and Truck will be banned from entering the Terminal