

GLOBENET CABLE SYSTEM — GLOBENET CABOS SUBMARINOS S.A.

GN OPERA10-02	TICKET ACCESS TO THE CLS / DATA CENTER		
Creation:	15-01-2018	BELONGS TO THE TECHNOLOGY AND INFORMATION MANAGEMENT PROCESS	
Version:	3	USER INFORMATION	

ENTRY CONTROL			
ENTERING STAFF (Mark with an X, the option) MAIN GOAL			
DATE:	DAY:	MY:	YEAR:
VISITOR	CARRIER	SUPPLIER	CONTRACTOR
☐	☐	☐	☐
NAME OF THE PERSON ENTERING:			
COMPANY NAME: _____			
CONTACT PERSON: _____			
VEHICLE DATA _____ PLATE: _____			
CHECK-IN:		DEPARTURE TIME:	
_____		_____	
IMPORTANT NOTE: Mr. Visitor in this entry control visitor ticket, which contains information about the safety standards that must be met during the stay in our company, with the above we will seek to protect you from suffering any type of injury or accident. For our company, your well-being and that of all its staff is paramount, so we invite you to abide by our safety regulations.			
OFFICIAL FIRM VISITED		SIGNATURE ENTERED	

- For your safety all areas are filmed and monitored.
- Our visitors (customers, suppliers, visiting staff or any other person) must be accompanied by GLOBENET staff when circulating in areas beyond the reception and meeting room.
- During all your stay and your activities within the facilities of GLOBENET, you must respect the policies and rules of the company, carrying the identification of access in a visible place (preferably at chest height) without any obstruction, partial or total.
- For the registration of visitors in the GLOBENET surveillance area, the following original documents required are accepted: Identity Card, Driver's License, Passport, Work Letter (resiente), Work Card.
- Before entering the critical area, verify that you have portable electronic equipment for personal use required to do the job.
- You must wear your PPE (Personal Protective Equipment) at all times
- You are being monitored at all times by CCTV.
- The use of Bermuda shorts, shorts and/or tank tops is expressly prohibited.
- It is expressly forbidden to be wandering through the areas of the DATA CENTER
- It is expressly forbidden to enter minors under 16 years of age, unless accompanied by their legal representative. Except workers or interns in youth career education plans.
- The use of the parking will be subject to availability at the time of the visit, the only one who can enter the vehicle is the driver, the rest of the staff must enter through the pedestrian crossing. and keep an eye out for signs.
- Animal access is not allowed.
- The entry to the GLOBENET facilities of persons in a state of intoxication or under the influence of illicit substances is prohibited.
- The consumption of food and / or beverages is NOT allowed in any area of the DATA CENTER, except in the areas provided for this activity.
- GLOBENET operators are trained to provide support to our customers and service providers in the DATA CENTER, in case of any doubt, please contact the staff by phone located in the waiting room.
- It is NOT allowed to access the** room to access any other equipment located in the rack and in other areas within the white area, if necessary you must request technical assistance from the GLOBENET operators.
- If a movement of equipment has to be made in the rack it has to be notified in advance by email.
- Upon completion of the work in the rack you must notify the GLOBENET operator.
- GLOBENET's information security policies and Physical and Patrimonial Security Management Systems must be respected at all times during your visit.
- The carrying of firearms in the physical areas of GLOBENET is prohibited. The carrying of firearms is permitted only for surveillance personnel working in the company GLOBENET.

SIGNATURE ENTERED

Welcome to GLOBENET, the world's best and most secure data center group

Next, you are presented with the rules for access to the DATA CENTER, which must be complied with throughout the stay in the facilities. Please read carefully.

Made by: Operations Management	Reviewed by: Marcos Marques	Approved by: Cesar Jimenez
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