

APPIAN WAY GENERAL WAREHOUSING POLICIES & PROCEDURES

PURPOSE

The security of personnel, visitors, vendors, and product is of the utmost importance to Molenbergnatie, LLC and its partners. Our team utilizes best practices developed by the International Warehouse and Logistics Association (IWLA) to meet guidelines set in place by the U.S. Customs and Border Protection and its trade partner, the Customs Trade Partnership Against Terrorism (C-TPAT), to ensure safe grounds for employees, visitors, and goods.

APPLICABILITY

These policies and procedures apply to all employees, visitors, vendors, and outside carriers.

ACCESS CONTROLS

Employees: All employees are to utilize their issued security badges to obtain access to the authorized doors specified by Molenbergnatie, LLC. Employees are NOT to allow in any other persons in the facility upon swiping their badge. Employees are not to prop open any doors at any time for any reason.

Visitors: All non-company persons must check-in with reception. Upon successful check-in reception will contact the sponsor to report to reception. The visitor(s) must be accompanied by the sponsor at all times during the visit. The visitor badge must be worn at all times within the facility.

SAFETY (Initial next to each statement acknowledging the policy.)

- Safety vests are required by all persons accessing the warehouse floor.
- Be aware of forklift traffic – listen for backup alarms and horns.
- Food and drinks are strictly prohibited on the warehouse floor. Ware is acceptable.
- Smoking is prohibited in the facility.
- Utilize pedestrian aisles whenever available.
- Employees and visitors are to practice proper hygiene when utilizing facilities.

INFORMARTION TECHNOLOGY SECURITY

Photography: Photographs are strictly prohibited unless a permit has been approved and issued by Molenbergnatie, LLC or its partners.

I acknowledge, understand, and will abide by all of the policies and procedures in place while at the Appian Way Facility.

Print: _____ **Date:** _____

Sign: _____