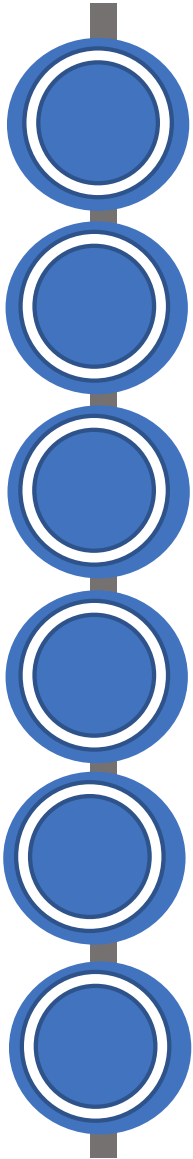




# Safety and Security at the Wipro Offices



# CONTENTS



SAFETY

HEALTH, SAFETY AND ENVIRONMENT

EMERGENCY RESPONSE

PHYSICAL SECURITY

INFOSEC AND ASSET PROTECTION

OFFICE POLICY PROCEDURE AND ETIQUETTE

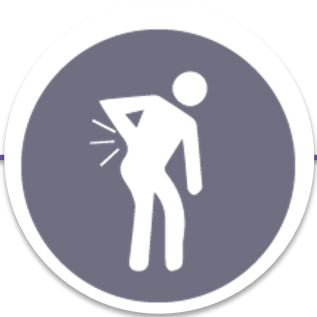


# SAFETY

- GENERAL GUIDELINES
- FACILITY POLICY



# GENERAL GUIDELINES & PRECAUTIONS



## BE CAREFUL

- Do not attempt any activity that may result in personal injury
- Ask for help & offer help



## REPORT

- Report any accidents, incidents or situations affecting the safety of tenants to the location Office Manager.
- Report any injury to the location Office Manager



## FIRST AID

- Located in each office breakroom or common areas are marked first aid kits.
- Inform the location Office Manager if supplies need to be replenished

# FACILITY SAFETY PRECAUTIONS



# FACILITY POLICY AND PRECAUTIONS

Power Failures  
Notify Office Manager  
Turn off equipment  
Emergency generator will provide basic building functions.  
use stairwell for exit  
Evacuate when directed



Notification will precede any construction. Follow safety instructions in the email  
Firearms are forbidden on premises



Remain calm, push the intercom button  
Tell security what floor  
elevator stopped at  
Inform of any medical conditions among those on the elevator  
Do not attempt to exit the elevator until it is safe to do so





# HEALTH, SAFETY, ENVIRONMENT

- GENERAL CLEANLINESS
- BREAKROOM
- BATHROOM HYGIENE
- CONFERENCE ROOMS
- RECYCLING



## TEMPERATURE

- Contact location Office Manager
- HVAC is controlled remotely by building management
- Weekend HVAC kept at minimum requirements.
- Manager approval is required to authorize the additional charges HVAC



## LIGHTING

- Report outages to the Office Manager
- Lights operate via occupancy sensors in offices.
- Blinds may be open or closed as needed but be courteous to those in the area



## FLORAL

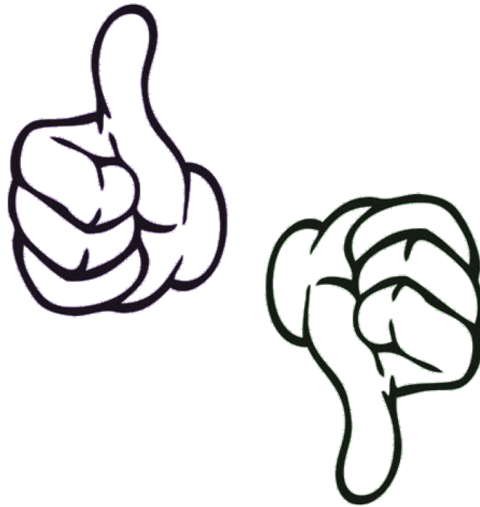
- Animals (with the exception of service animals) are strictly forbidden
- Live plants are provided by the office and are taken care of by a vendor company. Please do not remove



# GENERAL CLEANLINESS

## DO'S

- Keep desks neat and clear of debris at all times.
- Push your chair under your desk when not seated
- Clean reusable dishes by end of shift.
- Label personal items
- Leave common areas clean
- Clear any whiteboards
- Neaten & coil any cables used



## DONT'S

- Reorganize or disorganize common area cabinets
- Remove items that are for general use from their designated location
- Leave debris on the tables/counters
- Leave open packages of food or drink laying around
- Remove furniture from the designated office or work area
- Deposit garbage in desk drawers

# BREAKROOM RULES

## DO's



- + Use microwave to heat up your food
- + Keep sink area dry and free of debris.
- + Clean up any spills or speckling inside of the microwaves or fridge immediately
- + Place trash in the garbage containers.
- + Bring home any personal items in the refrigerator each Friday
- + Abide by the microwave safety signs

## DONT's



- ⊘ Leave dishes overnight
- ⊘ Use the conference rooms as break rooms

# BATHROOM HYGIENE



Wash hands for 20 seconds



Flush toilet after use (only human waste and toilet paper)



Wipe up any splashes or messes



Report problem in the bathroom, (cleanliness, repairs needed, etc)



Dispose of garbage in receptacles, make sure debris is fully in the bin

# CONFERENCE ROOM RULES



## DO's

- Leave rooms in the clean and organized condition.
- Return furniture back in place when finished.
- Clean the room of debris brought into meeting
- Clear white board and remove any used paper sheets from the easel
- Return any borrowed wires or adapters to the Office Manager



## DONT's

- Remove wires or cables from the room.
- Remove furniture from workstations. If you need additional seating ask Office Manager.
- Leave any important or confidential documents or items unattended
- Tape paper to the walls of the room

# RECYCLING

Recycling and composting are very important ways the human race can reduce its impact on the natural world. It cuts down on landfills, help conserve wildlife and is good for the economy.

The building recycles the following:



## PAPER & CARDBOARD

Oversize cardboard boxes (should be broken down and left by the recycle bin)



## PLASTIC, GLASS AND ALUMINUM

Wax and plastic lined cardboard is not recyclable  
Heavily soiled items should be scraped out and rinsed before being placed in the recycling



## BATTERIES

Must be specially recycled, and is a fineable offense to dispose of batteries in the trash or blue bin recycling (bring used batteries to the Office Manager for disposal)

# EMERGENCY RESPONSE

- EVACUATION
- RESPONSIBILITIES
- ROUTE
- DRILLS



# EVACUATION



## Don't Panic;

Use your common sense



## Notification and Signaling

Look for and listen to signaling devices (lights, alarms, intercom instruction)

During normal business hours follow instructions relayed through your floor wardens.

During non-business hours follow the instructions given by security



## Total Evacuation

Follow the instructions given by your floor wardens.

Comply with all directions given by emergency responders and security personnel

# EVACUATION RESPONSIBILITIES

Fire Wardens ensure secured access areas of the office have been cleared and all employees are out of the building he or she will:



Conduct search of entire suite including bathrooms, breakrooms, server storage room, labs



Ensure employees exit the building through the double glass doors in the Main Office



Gather employees at designated meeting point with the other Wipro employees



Report "All Clear" status and head count to the Property Management or Fire Marshall



# PROCEDURE



## LOOK TO YOUR FLOOR WARDENS FOR INSTRUCTION

Be quiet! Instructions over the intercom must be heard

Do not attempt to pack up and leave.

If you are not on your floor, do not return to it. Follow the instructions of the floor warden of the area you are in.



## EXIT IN AN ORDERLY FASHION DOWN THE STAIRWELL, DO NOT USE ELEVATORS

Remove high heels

Do not hop, skip or run down the stairs, holding on to the railing

Exit the building at the closest available exit.



## MEET AT THE DESIGNATED MEETING SPOT

Meeting Spots vary by location



## DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED THE DO SO

# DRILLS AND REVIEW

- The building will conduct a yearly Evacuation Drill , to be informed of 2 weeks in advance.
- It is recommended to review procedures periodically
- Floor wardens will review procedures quarterly
- Emergency phone contacts are posted in the First Aid Kits

# PHYSICAL SECURITY

- BUILDING SECURITY
- IN-OFFICE SECURITY



# BUILDING SECURITY



## Building Security

Varies based on location.

Removes unauthorized individuals from building

Unsafe conditions and elevator malfunctions

Suspicious packages should be reported immediately, do not attempt to open

They are not police officers and cannot assist in criminal matters



## Access Badges

Employees may apply for an access badge by filling out the Workspace Request form

Managers must notify Office Manager of new hires at least 3 days prior to a new hire's arrival

Badges must be approved prior to issuance and are issued inline with policy guidelines

Lost badges are to be reported immediately to Office Manager

Badges allow access to office suite 24/7, for after-hours building access please notify Office Manager

# IN-OFFICE SECURITY



## EMPLOYEES SHOULD ALWAYS USE BADGE TO SCAN IN

All approved employees with a badge  
can access the office interior 24/7

No tailgating, each employee with a  
badge must tap in

If you forget your access card, let the  
Office Manager know



## GUESTS MUST SIGN IN AND OUT OF THE RECEPTION DESK

If you have an anticipated guest visiting,  
please notify the Office Manager 24hrs  
in advance

# INFOSEC AND ASSET PROTECTION

- PROTECTING COMPANY DATA
- PROTECTING COMPANY PROPERTY



# Protecting Company Data



Do not leave sensitive material in plain sight, lock sensitive material and keep clean desk.



Erase white boards after use



Lock/Sleep computer when walking away



Do not make copies of data onto writeable disks, USBs, etc. (These items are not permitted beyond common area)



Use paper shredder to destroy sensitive hard copies



Do not allow unauthorized personnel access; use strong passwords, don't share passwords, change passwords periodically, report lost or missing items

# PROTECTING COMPANY PROPERTY



## ASSETS TO BE SAFEGUARDED

Desktops  
Phones & Headsets  
Desk Key  
ID Badges



## NEVER LEAVE ITEMS UNSECURED

Lock valuable items in the desk  
Loaned items should be handed back to the loaner in person  
Immediately report missing assets to the Office Manager



## OFFBOARDING PROCESS

Return all company-issued assets to IMG  
Return access cards to security, and loaned office equipment to the Office Manager  
Return parking passes to manager or security



# OFFICE POLICY, PROCEDURE & ETIQUETTE

- POSTINGS
- DRESS CODE
- GROOMING STANDARDS
- BREAK ROOM ETIQUETTE
- HEALTH AND ILLNESS
- OFFICE ARRANGEMENTS



# POSTINGS

COMPANY NOTICES ARE POSTED IN COMMON AREAS (VARIES BASED ON LOCATION)

COMPLIANCE SIGNAGES, SOCIAL CLUB AND COMPANY EVENTS ARE POSTED IN COMMON AREAS (VARIES BASED ON LOCATION)

ANY POSTINGS REQUESTS MUST BE CLEARED BY THE OFFICE MANAGER – DO NOT POST THEM YOURSELF

BE SURE TO PERIODICALLY CHECK FOR NEW POSTINGS



# DRESS CODE

## Avoid the following

Shorts / Skorts/ Mini-skirts

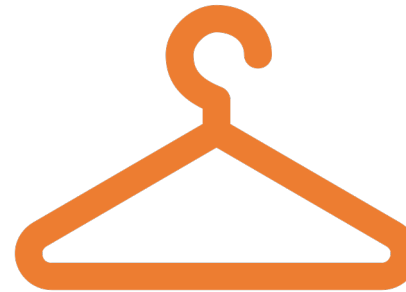
Jeans or Pants with holes, rips, tears or excessively distressed clothing look

Branded or graphic-printed shirts / pants / hats that is offensive or inappropriate in nature

Athletic clothing / workout clothes

Tops

- Tank tops
- Spaghetti straps
- Off-the-shoulder-tops
- Tube tops
- Halter tops
- Midriff length tops



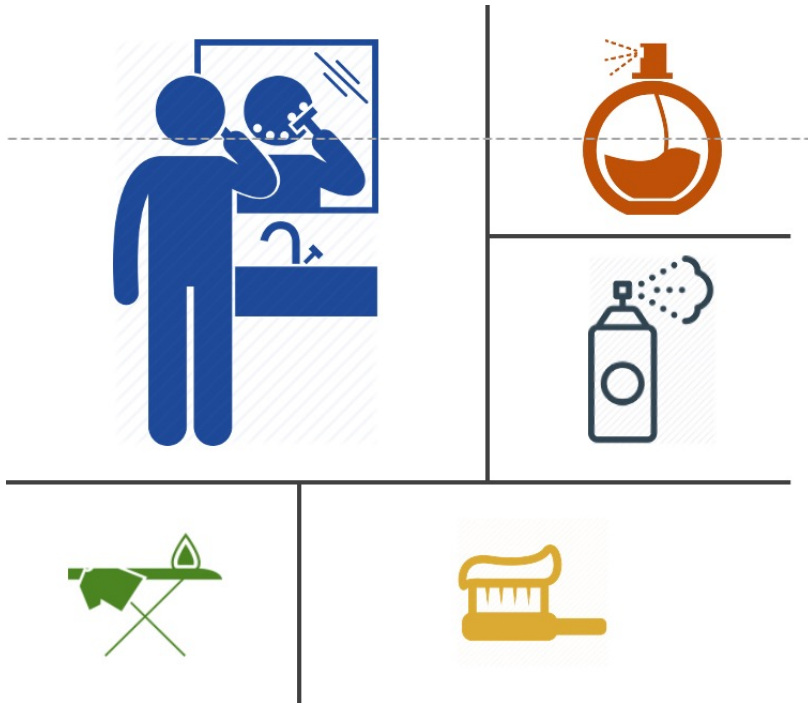
Extremely tight, spandex or other form of tight fitting garments, revealing or low cut garments

Pajamas

Flip flops / sloppy sandals / slippers

# GROOMING STANDARDS

Employees are expected to observe good habits of grooming and personal hygiene at all times while at the workplace. These include but are not limited to:



Clean shaven or well groomed facial hair

Clean, laundered and wrinkle free clothing

Use of deodorants or antiperspirants to control body odor

Mild colognes/ perfumes / aftershave so that it doesn't disturb others at work

Oral hygiene

## HEALTH & ILLNESS



**If you are ill, stay home to avoid creating a contagion in the office.**

See a doctor

Rest and get well sooner than if you forced yourself to go to work.



**If you are unable to stay home, make sure:**

Wash your hands: OFTEN. Use hand sanitizer as well

Avoid touching your face

Let people know you are not feeling well so they can protect themselves.

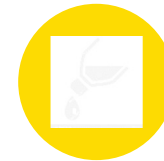
# BREAKROOM ETIQUETTE AND TIPS



Bring in a water bottle or cup and use it for all your beverage needs. Reuse disposable cup daily.



Don't walk away from microwave, use small time increments to avoid burning & don't place metal or Styrofoam in the microwave



Try not to pour liquid in coffee drip trays, they do not self drain



Use the drain basket or a paper towel when washing dishes with food particles



Do not take things that do not belong to you



If money gets stuck in vending machine, you will be refunded, see the office manager

# OFFICE ARRANGEMENTS



Do not reorganize, rearrange or otherwise change the office unless authorized through the office manager



**Ask office manager if** you would like to post a sign  
you are planning an event or party  
you would like to communicate something over the distribution list



**Email office manager if** You are unable to connect to the printer and need something printed  
Please limit print requests to work or HR related items.



Read emails sent by the Office Manager