

Office Security Policy

Objective:

This policy outlines the company's goal for security. The purpose is to ensure safety of staff, security of assets and safeguarding of valuable information.

Emergency exits:

On the second floor there are two Emergency Exits. Both marked with Green Emergency Exit Signs. One is the office main stairs and the other in the corner office diagonal to the reception. For evacuation during an emergency, the main stairs are accessed from the reception area. In case the main stairs are blocked the north east corner office (Magne's office) has a emergency exit through a large window and by use of evacuation ladder.

Personnel at the fourth floor can evacuate via the main stairway to ground level, or use the spiral stairs at the far end of the office to evacuate to the third floor and from there use one of the two escape routes to the ground level.

Access for employees:

The entrance door to the office premises is always kept locked. Each employee is provided with special access control keys and each employee has their own password. The employees can enter the office after office hours if required.

Access for visitors:

The entrance door is provided with a door bell which notify the receptionist about visitors. All visitors are required to identify themselves and inform about the purpose of the visit. They will sign the Visitor Log, be provided with Visitor Cards and followed by an employee during the visit. When leaving the premises, they shall sign the Visitor Log again. The visitors are not permitted to take photographs within the office without permission.

Un-authorized visitors:

During a contingency situation nobody is permitted to enter the office without the approval of the General Manager.

Confidential personnel file:

The General Manager is in possession of a confidential file containing home address and telephone numbers for all employees as well as for next of kin.



FJORD SHIPPING MANAGEMENT

Security breaches:

The office is in a modern building and the crime in the area is next to non-existing. However, should a security breach occur, the local police can be contacted as follows:

Vest Politidistrikt:

- Phone: 55 55 63
- Email: post.vest@politiet.no

Magne Aarvik
General Manager