

Title	Contractor Security Requirements – Access Control Acknowledgement Form	Current Revision Date	06/09/2021	Specification Number	GS-441N	Revision	0	Page	1 of 1
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**Contractor Access Control Acknowledgement**

All contractors requiring daily access to any Cree Lighting campus are expected to fully comply with **ALL** access control procedures. Compliance with these procedures will ensure only authorized personnel gain access to the facility.

At a minimum, **ALL** contractors will follow these basic guidelines:

- Always carry a valid photo ID (driver license, passport, state issued photo ID).
- Contractor Badges must always be **visibly** displayed on the upper body, any location from the waist and above.
- Ensure every member of your work group has a Contractor Badge, to include “**Outside Only**” personnel.
- Ensure **ALL** Contractor Badges are returned at the end of the work day.
- **Never** allow anyone to use **your** Contractor Badge.
- **Do not tailgate** or **piggyback** through entry points, such as doors, roll-up doors, gates, barriers or turnstiles.
- Never provide escort functions for anyone not appropriately checked-in with Security.
- Contact your Cree Lighting Sponsor any time you don’t have the appropriate access.
- **Never** take any photos or videos while on any Cree Lighting Campus.
- **Never** prop-open a door or gate without prior coordination with Security at x1400.
- Immediately call **Cree Lighting Security x1400** (262-721-1400), when a potential emergency has been observed. (An emergency is any incident that poses a risk to life, the environment, or property and requires timely intervention to minimize this risk.)

I \_\_\_\_\_ have read and understand the policy set forth. I also acknowledge and understand that not adhering to the policies set forth may subject me to disciplinary action up to and including disqualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company