



UNAUTHORIZED PERSONS POLICY

POLICY STATEMENT

U2 Fasteners is committed to maintaining a safe, secure, and controlled workplace. To protect employees, visitors, company property, and confidential information, access to U2 Fasteners premises is restricted to authorized individuals only.

This policy supports the U2 Fasteners Health and Safety Policy, Workplace Violence Policy, and Employment Policy.

DEFINITION OF UNAUTHORIZED PERSON

An unauthorized person is any individual who is not:

- An employee of U2 Fasteners;
- A contractor, supplier, or service provider authorized to be on-site;
- A visitor who has received permission and is being supervised by an authorized employee.

This includes former employees, family members, friends, customers, delivery personnel outside permitted areas, or any individual refusing to comply with site access requirements.

ACCESS CONTROL

- All visitors must report to the designated entry point and receive authorization before entering the premises.
- Visitors must remain in authorized areas and be accompanied by a U2 Fasteners employee at all times, unless otherwise approved.
- Employees are responsible for the conduct and supervision of visitors they host.

PROHIBITED CONDUCT

Unauthorized persons must not:

- Enter or remain on U2 Fasteners property without permission;
- Access restricted or operational areas;
- Interfere with employees, operations, or equipment;
- Refuse to leave when instructed to do so by management or security.

EMPLOYEE RESPONSIBILITIES

Employees must:

- Challenge unknown or unauthorized individuals in a safe and respectful manner, where appropriate;
- Report unauthorized persons immediately to a supervisor or manager;



- Not allow tailgating or unauthorized access to secure areas;
- Follow all site access and security procedures.

RESPONSE AND ENFORCEMENT

Management may require any unauthorized person to leave the premises immediately. Where necessary, law enforcement or emergency services may be contacted.

Employees who knowingly allow unauthorized access or fail to follow this policy may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable law.

REVIEW

This policy will be reviewed periodically and updated as required.

Approved by: Swen Ruhmann, CEO

Effective Date: January 14, 2026

Last Reviewed / Revised: January 14, 2026