

1.0 PURPOSE:

To describe the procedures for hourly employees to follow when entering and exiting Cummins facility.

2.0 SCOPE:

This policy is for all hourly employees in Southern Indiana.

3.0 REFERENCE DOCUMENTS:

4.0 DEFINITIONS:

5.0 GUIDELINES:

- 5.1 All employees must be in possession of a Cummins issued photograph identification badge while on company property.
- 5.2 Employees must scan their assigned identification badge when entering and exiting Cummins facilities.
- 5.3 Where identification badges are used to gain electronic access, only the person using the card gains entrance ("no piggybacking").
- 5.4 Employees who do not have a Cummins photograph identification badge must sign an employee's log.
- 5.5 Some entrances and exits may be designated for emergency use only and cannot be used for routine entry/exit.
- 5.6 Guests who do not have a Cummins photograph identification badge must sign a visitor's log, be issued a visitor's badge, and be escorted at all times while in the facility.

RESPONSIBILITY:

It is the responsibility of the employee to ensure compliance with these guidelines.

AUTHOR: Labor Relations

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Approvals:

Labor Relations Manager: Crystal Brown Date: 8/11/2022

OCU President: [Signature] Date: 8/11/2022