

SOUTHERN INDIANA OCU PHOTOGRAPHER, CAMERA,  
RECORDING DEVICE AUTHORIZATION

- 1.0 Purpose:  
To establish the guidelines for allowing anyone to use a personal camera or recording device not owned by Cummins facilities.
- 2.0 Scope:
- 3.0 Reference Documents:
  - 3.1 Refer to Corporate Policy
  - 3.2 Refer to Cellphone Guidelines
- 4.0 Definitions:
- 5.0 Policy Statement:
  - 5.1 Any person bringing a "still" camera, video camera or similar recording device into a Cummins facility must obtain and complete a "Photographer/Camera Authorization" form from Security and have it signed by a Plant Leadership Team member prior to entering with the equipment.
  - 5.2 Only identified facility personnel are authorized to sign the form.
  - 5.3 Employees are allowed to use Company-owned "still" cameras, video cameras, or similar recording devices as long as the use is for business purposes.
  - 5.4 An employee using any personal camera equipment must follow these guidelines.
  - 5.5 All visitors authorized to use cameras must wear approved visible identification from security.
- 6.0 Responsibility:  
It is the responsibility of the employees to ensure guidelines are met.

AUTHOR: Labor Relations

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Approvals:

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

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