

Security

Please read this section carefully. You will be asked to sign to confirm your understanding.

Security at Leyland Trucks / PACCAR Parts is of the utmost priority to each and every individual who works for the Company. To ensure we meet this priority, all employees need to be aware of and adhere to the following security categories below.

Your Security

- You must carry your pass at all times
- Show your pass to security as and when asked for
- Observe all security instructions given by Security / management
- Notify Security and Human Resources immediately if you lose your pass
- Notify security if working beyond 6.20pm
- Understand and comply with company area access restrictions
- Learn and memorise the Company Fire evacuation procedure
- Learn and memorise the Company Emergency phone number: **Emergency Number - 3333**

Acts of Terrorism

- Notify Management of any suspicious objects / articles in your area
- Challenge anyone acting suspiciously
- Challenge and notify management, of person(s) you do not recognise outside of normal work hours
- Do not bring articles on site on behalf of people who are unknown to you
- If you receive a telephone call of a threatening nature, report this to a manager or security immediately or ring the Company emergency number above.

Company Property

- You must not remove any Company property from this site without an authorisation note from your line manager.
- Do not transfer any Company property to person(s) unknown unless authorised to do so by management.
- Do not divulge to unauthorised person(s) confidential information that relates to Company products or activities.

The above are for reference only and the employee may encounter further security requirements relative to their placement. The Company will also issue, through various departments, new security measures as the situations demand.

Note:

It is important that you establish with your relevant manager all of the security requirements for the above three categories within that particular department.