

General

- The personal safety of our workforce and environment is number 1 priority at ECM Industries, LLC.
- To ensure the protection of all our employees and visitors, please read and follow this criteria.
- **All employees, contractors and vendors requiring access to the facility will be issued an access control card, hereby referred to as the "Badge."**

Employees

- **Badges must be worn** and visible at all times while on ECM Industries, LLC property.
- **Badges must be scanned** at the entrance each and every time you enter the facility.
- Allowing other employees into the facility without scanning i.e. **"PIGGYBACKING" is prohibited.**
- **New or Temporary employees** must enter through the main entrance when reporting for first day of work.
- **DO NOT** allow fellow employees into the facility without scanning, contact a Supervisor for assistance.
- **DO NOT** allow any unknown person(s) into the facility under any circumstances, contact a Supervisor for assistance
- **Forgot your card**
 - *DC Employees- Use the phone in the employee entrance to contact Supervisor for temp badge.*
 - *Office Employees- Register with the receptionist for a temp badge.*
 - **Note:** *Employees will only be allowed to use a temporary badge for two (2) consecutive days.*

Contractors / Visitors

- **All contractors and Visitors must be pre-registered** on the visitors log via the DARTboard portal or by contacting the receptionist directly via email.
- **Contractor(s)** performing work in or around the facility are required to register at the reception desk and will be issued a contractor badge.
- **Visitors** are required to register at the reception desk and will be issued a visitor badge.
- **Note:** *Visitors must have an ECM Industries, LLC escort at all times.*
- **Should you observe suspicious activity or events, please report to your Supervisor immediately.**

Your cooperation in supporting a safe work environment for all employees and visitors is greatly appreciated!