

Cyril-Scott: Commitment to Safety and Security

Section 1: Visitors During Normal Office Business Hours

- 1:1 Normal office business hours are defined as Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m.
- 1:2 In general, visitors are prohibited outside of Cyril-Scott's normal office business hours with exceptions in regards to escorted customers or pre-arranged scheduled visits that have been preauthorized by management.
- 1:3 All visitors will enter through the main office reception area and are required to sign in with the receptionist who will issue a 'Visitor ID Badge' [see Cyril-Scott ID Badge System' for description].
- 1:4 All visitors will be accompanied by a Cyril-Scott employee at all times during the course of their visit with the exception of the customer lounges and their respective restroom areas.
- 1:5 Under no circumstances will visitors be allowed into secured or controlled manufacturing areas.
- 1:6 Unauthorized visitors or persons who are not in compliance with stated and established security policies will be immediately escorted off of company property and can be subject to prosecution [at the sole discretion of Cyril-Scott management if applicable].

Cyril-Scott reserves the right to ask for a government issued ID as a pre-requisite for admittance at its discretion.

Exceptions to this are made for customer authorized agents and vendors, contractors and emergency services personnel.

Section 2: Truck Driver General Procedures

- 2:1 Truck Drivers making a delivery are required to enter at the receiving entrance located at dual dock numbers 8 and 9.
- 2:2 Truck Drivers will be required to sign in on the receiving log.
- 2:3 A Cyril-Scott employee will escort the truck driver should he or she require the use of our restroom facilities after which point the truck driver will be asked to return to his or her tractor cab.
- 2:4 No unattended Truck Driver will be allowed in the Cyril-Scott facility.
- 2:5 Truck Drivers picking up shipments will be required to enter through the main shipping entrance.
- 2:6 Truck Drivers picking up shipments will be required to sign in on the shipping log.
- 2:7 Truck Drivers picking up shipments will be relegated to the shipping area restrooms and vending machines.
- 2:8 Truck Drivers discovered to be in noncompliance with established Cyril-Scott protocols will be ejected from premises with a written report being issued to their company detailing their conduct and stating reason(s) for ejection.

Section 3: Vendor & Contractor General Procedures

- 3:1 In general, vendors and contractors will follow the same check in procedure as visitors.
- 3:2 Exceptions to general entry procedures can be made at the discretion of Cyril-Scott management to accommodate technical representatives or other types of contractors or vendors engaged in long term work at the Cyril-Scott facility.



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- 3:3 All vendors and contractors will be required to wear a Cyril-Scott issued 'Contractor ID Badge' [see 'Cyril-Scott ID Badge System' for description].
- 3:4 Cyril-Scott reserves the right to deny or restrict access to any or all portions of the Cyril-Scott facility at their sole discretion for any reason with or without explanation, prior warning or notice.
- 3:5 Contractors or Vendors discovered to be in noncompliance with established Cyril-Scott security protocols will be ejected from premises and can be subject to prosecution at the sole discretion of the Cyril-Scott management. A written report will subsequently be issued to their respective company detailing their conduct and stating the reason(s) for ejection.

Examples of exceptions would include Temporary Laborers from an established source [see 'Cyril-Scott Badge System'] or contractors working on long term projects such as building or engineering.

Section 4: General Exterior Security Protocols

- 4:1 Only vehicles of Cyril-Scott employees, authorized visitors, vendors or contractors are permitted to park on company grounds.
- 4:2 Vehicles found to be abandoned or unauthorized will be towed at vehicle owner's expense.
- 4:3 Unauthorized persons discovered on company grounds will subject to immediate ejection and can be subject to prosecution at the sole discretion of the Cyril-Scott management.

Section 5: General Interior Security Protocols

- 5:1 No photography by employees, vendors, contractors or visitors is permitted in the Cyril-Scott manufacturing areas without the expressed consent of management.
- 5:2 All purses, bags, containers and/or parcels brought onto Cyril-Scott premises are subject to search as a condition of employment and/or admission into premises.
- 5:3 Management reserves the right to restrict, limit, deny or otherwise discontinue access to any or all parts of the Cyril-Scott property to anyone with or without explanation at the sole discretion of Cyril-Scott management.
- 5:4 No product or sample is to be removed from the Cyril-Scott premises except by expressed consent or directive of Cyril-Scott management. Employees violating this will be subject to disciplinary action up to and including dismissal and/or criminal prosecution if applicable at the sole discretion of Cyril-Scott management.
- 5:5 All electronic files will be kept on locked and password protected servers.
- 5:6 Data will not be archived unless otherwise directed by the client.
- 5:7 Upon completion of active press runs, all associated data will be permanently deleted from the Cyril-Scott servers unless otherwise directed by the client.
- 5:8 All press scrap will be destroyed utilizing either a press side shredder or via a bonded mobile document shredding service. All scrap destruction will be documented and performed under the direct supervision of a Cyril-Scott employee or by a bonded contractor. Cyril-Scott will provide signed documentation certifying complete scrap destruction.
- 5:9 All press plates will be rendered unusable by chemical [acid blinding] and/or physical [literal physical destruction] means upon completion of press run or press run segment. Signed letters of destruction on Cyril-Scott letterhead are available by client request.

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Section 6: Sample Retention Policy

- 6:1 As a general policy, Cyril-Scott practices live sampling throughout the course of all press runs. On high security or print projects that are classified as 'controlled pieces' extra measures will be taken to insure that these live samples are contained in a secure manner.
- 6:2 Live samples that Cyril-Scott retains for quality control or for format reference purposes will be kept in a locked cabinet with access limited to only essential personnel.
- 6:3 Live samples retained for quality assurance or verification purposes will be kept for a period not to exceed 180 days. At the end of this period samples will be destroyed in the same manner that press scrap is destroyed under supervision.
- 6:4 Live samples that are retained for format reference will be kept to the minimum necessary quantity and will be physically voided using a 'Void Perforator' stamp struck through the coupon bar codes and/or premium areas.
- 6:5 No 'show samples' of any controlled or security pieces of value will be exhibited to clients or potential clients without the expressed written consent of end client.

Section 7: Power Failure Contingency Plan

- 7:1 In the event of a prolonged power outage that has a duration significant enough to warrant personnel leaving their respective work areas a 'Lock Out' protocol will be initiated to physically secure the press.
- 7:2 The press operator who is the immediate supervisor of his work area will be responsible for turning the main power switch to the 'Off' position and securing a Master™ brand padlock through the punch out located between the 'Off' and 'On' positions prior to exiting the work center.
- 7:3 In the event that a prolonged power failure's duration is such that it warrants sending manufacturing personnel home, Line Managers will be responsible for adequately securing all doors and windows with exception to those deemed essential by repair or emergency services personnel.
- 7:4 Contracted security personnel will be responsible for keeping the outer perimeter of the building and parking lot secured until such time employees can safely re-enter the building.
- 7:5 Employees shall not leave Cyril-Scott premises during a power failure without the consent of or by directive of their immediate supervisor or a member of senior management.
- 7:6 Immediately following an extended or prolonged power outage employees returning to work center will thoroughly inspect produced product under the supervision of a Line Manager for apparent signs of tampering or pilferage.
- 7:7 After visual inspection of produced product yields a satisfactory result, Line Manager will utilize his lock out key to unlock and restore control of power switch to pressman for resumption of production.

An exception to this protocol would be invoked should the power outage be caused by an act of God or human error [i.e. exposed or dangling live wires, flooding, etc.] that poses an imminent and apparent danger to employee's life or limb by executing said aforementioned operations.

Section 8: Bomb, Fire, Natural Disaster & Threat of Act of Domestic Terrorism Contingency Plan

- 8:1 In the event of a bomb, fire, natural disaster or threat of an act of domestic terrorism the first and foremost

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priority of all Cyril-Scott employees and management is the rapid, safe and orderly evacuation of all associates from impending danger.

- 8:2 In the event of such calamities, all Cyril-Scott employees will be evacuated in accordance with the posted 'Emergency Evacuation Plan' under which all sections report to various pre-determined meeting spots on the outer perimeter of the Cyril-Scott grounds and head counts are taken.
- 8:3 Upon exiting the work center, the pressman is responsible for cutting the main power switch and securing a Master™ brand lock in the punch out located between the 'Off' and 'On' positions.
- 8:4 Outside contracted security personnel will be responsible for securing outer perimeter of manufacturing facility to the degree that their life or limb is not in imminent danger.
- 8:5 Restart procedures following an evacuation will mirror those of a prolonged power outage.

Diagrams and instructions are posted conspicuously throughout the building with master copies on file in the Human Resources and Engineering departments.

Section 9: In Line Imaging Quality Controls on Mail Pieces

- 9:1 Throughout duration of press run, a 'live sample' will be pulled approximately every 1,000 imaged signatures. This 'live sample' will automatically be duplicated to keep the mailing intact.
- 9:2 In the event of a web break or quality aberration that requires the press or imaging equipment to shut down or restart during live imaging, the record or restart number from the last imaged piece will be referenced for the exact restart point on the imaging file to avoid name omission.



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