



## MTECH MOBILITY VISITOR POLICY

**PR9001.17**

Version:	D
Created by:	Noah Concepcion
Reviewed by:	Francisco Inchausti
Approved By:	<i>Nora Arias 12Apr23</i>
Date:	12APR23

**Change History**

<b>Date</b>	<b>Version</b>	<b>Modified by</b>	<b>Description of change</b>
12/10/21	0.1	Danette Patterson	Basic document outline
12/10/21	0.2	Josh Gallon	Review
12/17/21	1.0	Nora Arias	Release Document
03/31/22	A	Nora Arias	Updated to include all MTech Mobility locations in Jupiter FL and Norcross GA
05/26/22	B	Noah Concepcion	Reformatted to match current document standards, updated guest wi-fi network name, added appendices
10/19/22	B.1	Noah Concepcion	Updated personal electronics and shoe policy
10/19/22	C	Nora Arias	Released for use
04APR23	C.1	Noah Concepcion	Expanded locations to include Wexford, Ireland
11APR23	C.2	Noah Concepcion	Added Ireland guest Wi-Fi document to appendix
12APR23	D	Nora Arias	Released for use

**Table of Contents**

**1. Purpose..... 3**

**2. Scope ..... 3**

**3. Responsibility ..... 3**

**4. Rules and Requirements..... 3**

**5. Appendices..... 4**

## 1. Purpose

- 1.1. The purpose of this procedure is to outline the guidelines and requirements for visitors at the MTech Mobility locations: Jupiter, FL, Norcross, GA, and Wexford, Ireland.

## 2. Scope

- 2.1. The scope of this procedure is for any site visitor at the Jupiter, FL, Norcross, GA, and Wexford, Ireland MTech Mobility locations and is included but not limited to:
  - 2.1.1. Customers
  - 2.1.2. Third party service providers
  - 2.1.3. External auditors
  - 2.1.4. MTech or Customer's Insurance and Financial Auditors

## 3. Responsibility

- 3.1. It is the responsibility of onsite management to ensure that all visitors are aware and follow the requirements of this procedure.

## 4. Rules and Requirements

- 4.1. All visitors agree to read and acknowledge a Non-Disclosure and Waiver Agreement prior to having access to the MTech Mobility locations: Jupiter, FL, Norcross, GA, and Wexford, Ireland.
- 4.2. All visitors must sign in and out through the main entrance.
- 4.3. All visitors acknowledge and agree to the use of video surveillance throughout the MTech Mobility locations: Jupiter, FL, Norcross, GA, and Wexford, Ireland.
- 4.4. Visitors will be provided an overview of our safety requirements and exits, etc.
- 4.5. Unless otherwise guided during the tour, visitors should remain within the identified walkways.
- 4.6. All visitors must wear their visitor sign in badge and provided vest at all times.
- 4.7. Closed toed flat shoes are required on the production floor. Under no circumstances are shoes with heels, open sides, or open backs acceptable on the production floor.
- 4.8. All guests must be always escorted by an MTech employee.
- 4.9. Wi-Fi access is provided to visitors where required through the guest network. Password will be provided after arrival.
- 4.10. No food or drink is permissible on the production floor.
- 4.11. Smoking and tobacco use is prohibited in the Integration Center.
- 4.12. Upon entry and exit of the production area of the facility:
  - 4.12.1. **Jupiter and Norcross Only:** Individuals will be required to walk through a metal detection screen. If the alarm triggers a Security Representative will do an additional swipe with a handheld metal detector.
  - 4.12.2. All personnel electronics including phones, tablets, and computers must remain in the office area. Any bags being brought to the production floor may be subjected to an additional search.
- 4.13. Firearms or other weapons are prohibited in the MTech Mobility locations: Jupiter, FL, Norcross, GA, and Wexford, Ireland.
- 4.14. Recording devices of any kind such as (cameras, mobile phones, tablets, etc.) are prohibited in the MTech Mobility locations: Jupiter, FL, Norcross, GA, and Wexford, Ireland.

## 5. Appendices

- 5.1. PR9001.17.1 MTech Jupiter Guest Wi-Fi
- 5.2. PR9001.17.2 MTech Atlanta Guest Wi-Fi
- 5.3. PR9001.17.3 MTech Ireland Guest Wi-Fi