

VISITOR POLICY

Visitor policy establishes consistent rules for managing and controlling visitor access to the manufacturing facility to protect people, assets and intellectual property and to ensure compliance with safety and security regulations.

Visitor Access

- This policy applies to all visitors, including contractors, vendors, delivery personnel, auditors, inspectors and any non-regular personnel entering the site.

Visitor Registration

- All visitors must be pre-registered through the authorized security team before arrival, providing details such as name, company, purpose of visit, and expected duration.

Check-In and Badge Issuance

- Upon check-in, visitors receive a "VISITOR" badge which must be prominently displayed at all times while on-site.
- Visitors must sign safety agreements, non-disclosure agreements or other compliance documents before entry.

Access Control

- Visitor access is limited to authorized areas as determined during pre-registration.
- Visitors must be escorted by their host or authorized personnel at all times in restricted or operational areas.
- Access to sensitive or high-security zones requires additional screening, clearance or a security escort.

Prohibited Actions and Reporting

- Visitors are prohibited from photographing, recording or copying any sensitive information or processes without prior authorization.
- Disruptive behaviour, unauthorized access attempts or any violation of rules may result in immediate escort off the premises and possible future entry denial.
- Visitors must immediately report any accidents, safety incidents or suspicious activities to their host or security staff.

This policy shall be periodically reviewed by management to ensure its continued relevance and effectiveness.



Steadfast Limited

(Formerly known as Steadfast Medishield Private Limited)

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