Revision Number	Revision Description	Revised By	Revision Date
New	Original issue of document: Beaumont Entry Requirements for Vehicles	TR	01/11/2016
001	Simplified hang-tag system of identification to three colors and conducted review.	SM	8/31/21
002			
003			

1. PURPOSE

The purpose of this policy is to provide a safe work environment for all employees, contractors, temporary workers, and visitors at the Beaumont site by only allowing approved vehicles inside the controlled area of the site.

2. DEFINITIONS

2.1. Contractor

A non-employee engaged through a third-party agency for the performance of specific functions. These individuals:

- Perform services with the general oversight of the company, and
- Generally, do not, but may, perform services for third parties at the same time.

2.2. Employee

An individual who performs services for, and under the direction and control of, BASF Corporation (“BASF”). Such direction and control include the results to be accomplished and the methods and means by which such results are accomplished. Neither contracting firms nor contractors or temporary workers who are characterized by BASF as independent contractors are employees.

2.3. Temporary Worker

A non-employee engaged through a third-party agency for the purpose of temporarily filling a vacant authorized position, typically for a period of less than 6 months. The vacant position must be for a BASF employee and is generally due to illness, vacation, turnover, termination, etc.

2.4. Visitor

An individual who comes to a BASF site for reasons of business, duty or pleasure (by invitation). BASF employees are considered visitors at a site which is not their regular work location.

3. POLICY

3.1. General

3.1.1. All vehicles must have current inspection/registration stickers.

3.1.2. All vehicles must display a colored parking hang tag.

3.1.3. All individuals must carry a valid driver license with photo I.D.

3.1.4 All vehicles are required to exit the same gate as entered.

3.1.5 Any vehicle deemed to be unsafe by security will be denied entry.

3.1.6 No personal vehicles are to drive beyond the assigned parking area.

3.2. Issuing of Colored Hang Tags

3.2.1 Security will issue colored hang tags that co-insides with assigned parking areas.

- BLUE– BASF Employee
- RED – Visitors
- GOLD – Contractor

3.3 Special Parking Areas

3.3.1 Visitors will park in the areas designated by visitor parking signs. Weekdays between the hours of 0600 and 1600. During afterhours, weekends and BASF recognized holidays BASF employees may park in visitor's spaces.

3.3.2 Handicap vehicles must have current visible handicap tag to park in the designated handicap parking spaces.

3.3.3 Expecting mothers can park in the designated "Stork "parking space.

3.4 BASF Employee Drive In

3.4.1 All BASF employees must have Site Security Representative approval for drive in/parking access.

3.4.2 All approved BASF employee's will be issued a "BLUE" hang tag, this tag must be visible in the vehicle at all times while on BASF property. One tag per employee.

3.4.3 Any vehicle without a hang tag must stop at security and received a temporary tag before parking at the site.

3.5. Contractor Drive In

3.5.1 All Contractors must have Site Security Representative approval for drive in/parking access.

3.5.2 All approved contractors parking on site will be issued a "GOLD" hang tag. This tag must be visible in the vehicle at all times while on BASF property. One tag per employee.

3.5.3 Any vehicle without a hang tag must stop at security and received a temporary tag before parking at the site.

3.5.4 All Contractors required to drive their company vehicle on the roads throughout site must have Site Security Representative approval for drive in access. These requests will be limited to vehicles carrying tools or other materials necessary to perform their work. Contractor vehicles are not to be used strictly for personal transportation within the site. These vehicles are required to have legible signs stating the company's name with a minimum of 2" lettering. These signs must be visible to security personnel upon entering through the gate. Temporary signs are available at security with a driver license as collateral.

3.5.5 No Contractors will be allowed to drive their personal vehicle beyond their assigned parking area. Under no circumstances are personal vehicles allowed to drive on site roadways.

4. RESPONSIBILITIES

4.1. Employees, Contractors, Temporary Workers, and Visitors

Responsible for complying with this policy and reporting any violations to Security.

4.2. Site Security

Responsible for publicizing, administering, and enforcing this policy, reporting any violations to Site Management and Corporate Security, and responding to inquiries about the policy.