



GTE Facility Access Policy

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1. General

1.1 Purpose

This practice provides information about the authorization and administration of access into GTE facilities.

1.2 Supersedures

This practice supersedes and cancels:

- All policies, procedures, general instructions, letters, and memoranda which address this subject.
- Any document which provides information contrary to the information contained in this practice.

1.3 Responsibility

This practice was published by the GTE Enterprise Services Department. For more information about this practice, contact the GTE Employee and Asset Protection Department.

1. General, Continued

1.4 Disclaimer

This practice was prepared solely for the use of GTE. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE's equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice might not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE has no liability (to the extent permitted by applicable law) for any consequential, incidental, special or punitive damages that might result.

This policy is not a contract of employment and must not be interpreted as creating a contract or guarantee of employment, either expressed or implied. Employees of GTE are employees at-will unless otherwise expressly stated in an applicable Collective Bargaining Agreement (CBA). This means that both the employee and GTE have the choice of ending the employment relationship for any reason with or without notice.

2. Overview

2.1 Scope

This policy applies to all GTE domestic lines of business.

2.2 Definitions

The following table provides definitions for the acronyms and terms used in this practice.

Acronym or Term	Definition
ID	Identification
SES	Service Express System
Access Card	Building access card that allows entrance into GTE facilities.
T-Badge	Temporary building access card; for one day use only. Use restricted to GTE employees.
Host	Any GTE department, supervisor/manager authorized to request ID and/or access control items on behalf of an employee or contractor. Designee for signing in and escorting visitors while on company property.
Badging Office	Primary location for ID badge and access card production. The Badging Office is located at the Hidden Ridge building in Irving, Texas (mailcode HQE01A03) and can be contacted at (972) 718-7926 or (972) 718-6017 .
Access Control Points	Point where access into a GTE building or leased facility can be gained. Access to company facilities should only be obtained via the main lobby receptionist or initial security post.
Tailgating	Process where entrance is gained through a secured door without using an access card (i.e., following an employee through a doorway without swiping the proximity card, holding a door open for another person, etc.). Tailgating is highly discouraged.

3. Access Into GTE Facilities

GTE facility access is granted as the job function or situation dictates. Building access is not a right, but a privilege afforded to visitors, contractors and employees that can be revoked with or without notification by designees of GTE. There are three major categories of access onto GTE property (visitor, employee, and contractor). Within these categories are two major types of access (general and restricted).

3.1 Visitors

Visitors are persons not employed by GTE as well as company personnel that require access to a GTE facility in which they do not reside. For safety purposes, employees wishing to access a facility other than their permanent location are asked to sign in with the receptionist or security officer and show a company ID badge.

Persons not employed by GTE are required to sign in with the receptionist or security officer who will announce the guest arrival to the GTE host. The host or company representative is required to greet the visitor personally, sign the visitor log as the responsible party and escort them throughout the building at all times.

Again, for safety reasons, visiting employees are asked to sign out when exiting the facility. Likewise, for non-GTE visitors, the GTE host is required to walk the visitor to the main lobby, sign them out and return the visitor badge to the receptionist.

NOTE: For occupant safety, property protection and to safeguard proprietary information, non-employed visitors are to be escorted at all times while on GTE property. Employees are encouraged to make eye contact, verbally greet the individual and look for company approved ID, above the waist on the outmost garment. If after being asked the individual is unable to produce approved ID, they will need to be escorted to the nearest receptionist or security officer for verification of access needs and escort by their GTE host.

3.2 Employees

Employees are granted access to GTE facilities based on building residency and job function. Facility access is a privilege and can be revoked at the discretion of GTE or it's agents acting on behalf of the company. The reporting supervisor/manager is required to complete the GTE ID/Building Access Request in entirety and specify the access parameters for buildings/facilities as the job function dictates.

Employees are asked to return access cards and ID badges to the reporting supervisor/manager when transferring from one business unit to another. The access card, along with the employee's name and social security number are to be forwarded via intraoffice mail to the Badging Office at HQE01A03. The supervisor/manager of the new business unit is asked to fill out a new ID/Building Access Request to ensure that the employee's departmental and access needs are current. The employee is asked to present the signed authorization form to the Badging Office prior to starting the new position. Access records are retained indefinitely.

NOTE: Employees visiting facilities other than their resident site are required to sign in with the building receptionist or security officer upon arrival and are asked to sign out prior to exiting the facility. For personal safety, property protection and safeguarding of proprietary information, ID badges are required to be worn above the waist on the outermost clothing at all times while on GTE property.

For more information regarding forms or authorization, please contact the Badging Office directly at (972) 718-7926 or (972) 718-6017.

3. Access Into GTE Facilities, Continued

3.3 Contractors

Contractors are persons employed by companies outside of GTE performing duties within company facilities. Contractors on assignment to GTE facilities for less than three (3) days are required to sign in as a visitor and will not be issued ID badges or building access cards. Assignments of four (4) or more days require the sponsoring GTE supervisor/manager to request ID and building access via the ID/Building Access Request. Contractors are issued green and white ID badges and, when appropriate, building access cards. GTE requires that ID badges and access cards be worn above the waist and easily visible at all times on outer most clothing.

Contractors are granted access to company facilities based on job description and authorization defined by the supervisor/manager. Facility access is a privilege and can be revoked at the discretion of GTE or its agents with or without notice in the course of due diligence. The supervisor/manager is designated as the company sponsor for each contractor authorized and is responsible for retrieval of ID badges and/or access cards once the contractor's assignment has ended. Contractors may not carry building access cards from one assignment to another. Once the need exists, request for building access will need to be submitted by the new supervisor/manager.

3.4 General Access

General access is granted initially to main building entrances and parking areas during normal business hours. General access into GTE facilities is building specific in that access is not the same from one site to another. Individuals are encouraged to contact their supervisor/manager if there is a question regarding scope of access within a particular building or region.

3.5 Restricted Access

Restricted access is defined as admittance into specific areas or during timeframes outside the designated business hours. The supervisor/manager is required to designate whether or not the individual requires restricted access and to define the parameters (i.e., specific areas, list hours of access needs, etc.). It is the responsibility of the supervisor/manager to verify hours and areas designated prior to the Access Request submission to the Badging Office. Changes to restricted areas are to be submitted via the ID/Access Request Form.

Restricted access can be altered or revoked at any time with management approval or by agents acting on behalf of GTE interest within the due diligence process.

3.6 Collocator Badges

All employees, agents and contractors of a Collocation company (a company that physically collocates or interconnects its equipment in GTE central offices pursuant to the rules of the FCC Order 99-48) must wear a picture ID badge issued by the Collocation company at all times while on GTE property.

4. Lost, Stolen and Damaged Access Cards

Badging Office personnel can replace lost, stolen or damaged building access cards if the following conditions exist:

1. The supervisor/manager has completed a new ID/Access Request form.
2. The employee presents the form to the Badging Office for production of a new access card.
3. In cases of damaged access cards, the employee is asked to present the card to the Badging Office where it will be tested and reproduced as needed.

NOTE: If a building access card is recovered and the owner is unknown, the access card can be forwarded via GTE intraoffice mail to mailcode HQE01A03 or dropped in the nearest US Postal box for delivery to GTE; postage is guaranteed.

5. Recovery of Access Cards

5.1 Transfers

Employees are required to relinquish the access card to the supervisor/manager when transferring from one business unit to another. The access card is to be returned to the Hidden Ridge Badging Office via intracompany mail (Mailcode HQE01A03). A new Request for ID/Building Access form will need to be completed by the new supervisor/manager as they would for a newly hired employee. The employee's profile will be updated each time with current departmental information and retained indefinitely.

5.2 Employee Termination and Separation

Access cards and ID badges of persons leaving the employ of GTE are to be retrieved by the supervisor prior to exiting the facility. Per GTE Employee Relations Separation/Termination Checklist, the supervisor/manager is required to retrieve/recover the building access card(s) and ID badge. Access cards and ID badges should be returned to the Badging Office (Mailcode HQE01A03).

5.3 Temporary and Outsourced Personnel

It is preferred that the GTE host or a member of the resident security staff recover access cards and/or ID badges of persons leaving an assignment with GTE. In the event that this is not possible, the GTE host is responsible for contacting the employing agency and requesting the immediate return of the building access card and/or ID badge.

6. Enforcement and Compliance

It is the responsibility of all GTE personnel to comply with and enforce all building access requirements. "Tailgating" is prohibited. Threatening or suspicious situations are to be referred to security personnel immediately.

NOTE: Any employee violating these policies is subject to disciplinary action up to and including termination. Contractors, vendors, and visitors who refuse to comply with these guidelines are denied access to GTE property. Repeated abuse of these policies is to be reported immediately to GTE Employee and Asset Protection at (972) 718-4274 or the building security office.