WESTFIELD
Delivering Responsibly
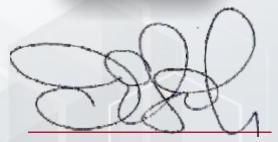
Access Control Policy

Westfield Energy Resources Limited believes that effective access control system over staff, visitors and equipment is key to ensuring a safe and secure work environment.

To achieve this

- Only personnel with valid company ID card, which is visibly displayed, shall be allowed into company's premises.

- Staffs are required to log electronically at the beginning and close of work where electronic log-in equipment is in place.

- Staffs shall sign the staff movement register when moving out or coming into the company's premises.

- Visitors are required to sign the visitors register and be escorted into the premises by their host as condition for entry.

- Visitors tag will be assigned to each visitor which must be visibly displayed while they are in the premises.

- Equipment and materials to be moved through offices and sites shall be duly registered in the equipment movement register.

- Where technically feasible, all our information technology (IT) resources shall be password protected and can only be accessed by responsible person(s)audit, management review and analysis of relevant data

V
VISITOR
Tag: 024

Henry Okolie-Aboh
Managing Director
03/11/2016