

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 1 of 1

1. **PURPOSE**

To provide instruction on measures that will be taken to provide a secured site.

2. **CONTEXT**

As part of due diligence and good operations governance, Vale Manitoba Operations must ensure that a secure site is maintained for our resources, including employees and Vale assets. This can be achieved in part by providing sound security measures at the points of entrance and exit of all mines and plants at all times.

3. **SCOPE**

This SPI applies to all people entering or leaving Vale property.

RELATED DOCUMENTS: SPI 10-9 Plant Passes
 Manitoba Regulations 217/06

4. **REQUIREMENTS**

4.1 Plant Access Passes – See SPI 10-9 for specifics for all types of valid passes

- All persons entering the plant site on foot or by vehicle shall have a pass and show that pass in order to access the plant.
- In order for a vehicle to enter the plant site it must comply with the requirements listed in SPI 10-9.
- Visitors are not allowed on site until they are able to show a Visitor's Pass, Three Part Special Pass or are escorted by a Vale Representative.
- Any person not able to produce a valid pass will be denied access to the plant site. A Security Official will assist by contacting the **Vale** representative accountable for the person who does not have a pass. Arrangements can then be made by the **Vale** employee to obtain the appropriate pass.

4.2 Vehicle Registration

- Personal vehicles on Vale property, including parking areas, must be registered with Security. Vehicles found not registered with Security may be towed at the owners expense and notification sent to the respective Manager for resolve. The following information is to be provided when registering personal vehicles with Security:
 - Employee name and number
 - Department the employee works in
 - Personal phone number
 - Vehicle make

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 2 of 2

- Vehicle year
- Vehicle colour
- License plate number and province of origin

4.3. Searches on Vale Property

- Vale reserves the right to conduct searches of the person and personal property, and to inspect any company or contractor provided equipment or storage spaces, where Vale has concerns about safety, security or compliance with Company policies and procedures.
 - Searches will include but are not limited to: The items listed above and the following - lockers, buildings, trailers, equipment, baskets, vehicles
 - RCMP Canine team may be asked to perform searches on Vale property with the authorization of a General Manager.

4.4 Vehicle and Personal Effects Searches

- All persons entering, leaving or while on company property may be asked to participate in a search of their vehicle and/or their personal effects.
- Personal Effects include, but are not limited to; lunch pails, duffle bags, back packs, portable containers, tool boxes and may also include the pockets of over coats.
- Vehicle searches will include but are not limited to; trunks, roof top carriers, undercarriage, under seats, back seat areas, cargo compartments including tool boxes, glove compartment, and console compartments. A Security Officer will conduct Personal Effects and Vehicle searches jointly with the party involved. Security officers will follow an internal protocol for conducting the search. This protocol will cover requesting Pass out & Receipt forms, consideration of privacy, a safe zone in which to complete the search, professional conduct, generation and distribution of reports, and involvement of the person being searched in the process.
- Property that is found that is not covered by a Pass-out & Receipt form will be confiscated and kept at the access point.
- All persons that are found with material not covered by a Pass-out & Receipt form will be asked to remain at the access point until a Management representative from their department has been called to the access point.
- Any persons refusing to submit to a search when entering the plant site will be denied access to site.

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 3 of 3

- Persons refusing to submit to a search when leaving the plant site will be asked to remain at the access point until a Management representative from their department have been called to the access point. Persons refusing to submit to a search will be dealt with on a case-by-case basis and/or have access privileges denied. Security Officers will follow their internal protocols for this type of scenario.
- While performing searches of any kind, Security may take video or photographs of vehicle identification information, cargo, personal effects or any other materials in order to capture items coming onto property or leaving property. These photographs will be compiled and stored electronically by Security in such a way as to make them readily accessible for cross referencing if required.

4.5 Suspicion that an Employee is Unfit for Duty

In the event that a member of security has reason to believe that a person appears to be unfit for duty, they are to follow the processes outlined below.

Personal Searches

- Obtain the employee information from their personal pass and retain the pass.
- Security personnel will explain to the person that they have reason to believe that the person appears unfit for duty.
- Security personnel will then ask the person to wait in the guard house.
 - Should the person fail to wait in the guard house and exit the site, security personnel are to follow the person to obtain their license plate number. They are to then contact the Senior Supervisor of Plant Protection if the incident occurs between the hours of 7am and 4pm Monday to Friday (regular work hours). They are to state that they believe this person may be unfit for duty and provide the name and number of the person, a description of the vehicle and the license plate number. If the incident occurs outside of regular work hours, Security personnel are to contact Management on Call, state that they believe this person may be unfit for duty and provide the person's name, number and department/contract firm.
 - Should the person fail to wait in the guard house and enter the site, security personnel will notify the employee that security must escort them and then do so. Security personnel will also call patrol for back up. Security personnel will

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 4 of 4

then notify Vale management following the same criteria outlined above and let them know the employee name, number, department/contract firm and that the employee is being escorted by security personnel.

- Should the person agree to wait in the guard house, security personnel will notify Vale management following the same criteria as outlined above stating that they believe this person may be unfit for duty, is waiting in the guard house, and provide the name, number and department/contract firm of the person.

Vehicle Searches

- Obtain the employee information from their personal pass and vehicle license plate number. Retain the pass.
- Security personnel will then ask the person to move their vehicle to a safe location out of traffic, park the vehicle and shut it off.
- Security personnel will explain to the person that they have reason to believe that the person is unfit for duty.
- Security personnel will then ask the person to wait in the respective gate house.
 - Should the person fail to do so and exit the site, security personnel will notify Vale management following the same criteria outlined above letting them know the employee name, number, license plate number and a description of the vehicle.
 - Should the person agree to wait in the respective gate house, security personnel will notify Vale management following the same criteria outlined above letting them know the employee name, number, and department/contract firm.

4.6 Access and Exit from the Vale Plant sites

- 4.6.1 All vehicles entering the plant site without a swipe card must report to the Security Gate.
- 4.6.2 All persons in the vehicle must have a valid access pass.
- 4.6.3 During normal shift change times, which are;
 - 6:30 AM – 8:00 AM
 - 3:00pm – 4:30 PM
 - 6:30 PM – 8:00PM

Security will follow their established protocol for searches. If a vehicle is searched the drivers name, vehicle colour, make and model, license plate number, date, time and if a search was conducted while entering or leaving the property will be entered into a security log.

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 5 of 5

4.6.4 During times outside of normal shift change times, which are;

- 8:00 AM – 3:00 PM
- 4:30 PM – 6:30 PM
- 8:00PM – 6:30 AM

Security ***will***, without exception, record the information listed in 4.4.3 for each person entering and leaving the property.

T1 Mine Site

- Access will be the main security gate beside the General Office
- Contractors entering the T1 mine site with vans or other vehicles carrying more than two people are required to have all passengers and their personal belongings exit the vehicle and enter the site on foot through the main gate.
- Semis entering the T1 mine site will pull up to the North side of the Scale Gate and use the phone to call security, which will make the necessary arrangements for access.

T3 Mine

- Access will be through the T-3 Security Gate, not the T3 haulage road.

Birchtree Mine

- Access will be through the main traffic side of the gate at Birchtree Mine.
- BT Mine site haulage road access shall only be for authorized vehicles

Contractors

- Security officials shall obtain the following information from the contractor entering/exiting outside of the schedules provided:
 - Employee's name
 - Company Name
 - Time of entry
 - Their Vale contact
 - Purpose of being on the property
 - Purpose of leaving the property

Trucking / Delivery Companies (large equipment)

- Companies requiring access will apply for and if approved, receive remote controls for identified access points of Vale site property.

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 6 of 6

4.7 Vehicle Access Passes

- Persons authorized to drive in will be assigned a gate swipe card pass and a hanging drive in pass that must be displayed to gain access to the site.
- Vale employees will access the T1 site at the scale gate (south side).
- Contractors and vendors will access the T1 site through the Main Security gate. Any contractor not having a Vale Contractor Vehicle pass will not be permitted access. Access can be granted by following the process outlined in SPI 10-9.
- Any light vehicle (5 ton or less) leaving site must do so through a staffed security gate.
- All vehicles over 5 ton are to report to the scale gate for entry and exit.
- Vehicles leaving the T-1 Mine site must leave through the main security gate.

4.8 Video Surveillance

- Video surveillance may be used throughout Vale's operations in order to assist in securing the site.
- Video surveillance equipment will require maintenance that may result in equipment being non-operational for a period of time. In these circumstances, the Surveillance Camera Outage form (below) is to be completed by the department executing the work that results in the outage. The form is to then be provided to the Superintendent of SafeProduction, Emergency Services and Plant Protection at least 24 hours prior to the work. This allows for the initiation of other actions to secure the area monitored by the camera that is not operational.



Camera outage
form.doc

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 7 of 7

5. Remote controls

- 5.1 Will be distributed to the appropriate vendor/contractor upon approval by the Vice President or an assigned designate.
- 5.2 To obtain a remote, the “Application for Vehicle Passes” form must be submitted as per SPI 10-9. “Remote” and “Duration” must be selected on the form. The form is then submitted to the Vale representative for processing.

6. Approved Vendors

- 6.1 A list of approved vendors will be kept by the Operational Support & Procurement department.
 - o The Manager of the Operational Support & Procurement department or their designate will maintain the system and the approved list.
 - o The Divisional Coordinator will administer the access cards and remotes to the approved Vendor/Contractor and update the list as required. The Senior Supervisor of Emergency Services and the End User Computing site Operations Lead will be the alternate administrators.

7. System maintenance

- 7.1 Maintenance on the system will be conducted as directed by Senior Management
 - o The Swipe Card Pass system shall be Audited each year to take inventory of the passes currently in use and to ensure only approved people have swipe card access passes.
 - o Reactivation of disabled passes will be done through the approval process.

Approved By	Title Lovro Paulic Vice President, Manitoba Operations
Date	

Title Security Policy		SPI 10 -10
Department Management	Supersedes SPI Dated July 1, 2015	Effective Date August 19, 2015

Page 8 of 8

Appendix 1. Example of Security Log form to be used for record keeping.

Date	Time In	Searched In (Y/N)	Driver's Name	Vehicle: Make, Model, Color	License	Time Out	Searched Out (Y/N)
		Y/N					Y/N
		Y/N					Y/N
		Y/N					Y/N
		Y/N					Y/N
		Y/N					Y/N
		Y/N					Y/N
		Y/N					Y/N
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SPI 10 10 chart.xls



SPI 10 10 chart.pdf