

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

**Title:**

# **Contractor Access Control Procedure**

**Document Number: CSO- 003**



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 1 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

1 Purpose ..... 3

2 Definitions ..... 3

3 Responsibilities ..... 4

4 Overview of Documentation ..... 5

5 Security Requirements..... 6

6 Disqualification Criteria ..... 7

7 Security Master List, Contractor Database ..... 8

8 Daily Access List ..... 9

9 Contractor parking ..... 11

10 Contractor Picture Badge ..... 11

11 Visitor/Escort ..... 12

12 Badge Control..... 13

13 Contractor check- in/out ..... 14

14 Deliveries ..... 15

15 Camera/Photograph Authorization..... 15

16 Contractor Badge (Security Officer Information) ..... 16

17 Document Revision History ..... 17



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 2 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

**1 Purpose**

1.1 The purpose of this procedure is to provide reasonable assurance that contract, vendor or consultant company employees, who intend to work at Cree are trustworthy, reliable and do not provide undue risk to personnel, intellectual property, or other Cree assets. The Cree Contractor Access Control procedure provides direction and guidance concerning access requirements for security officers, Cree sponsors and contract companies. This program also addresses the control of escort-required individuals, outside only contractors, restricted work areas, and matters associated with the control of personnel while on Cree property.

**2 Definitions**

- 2.1 **Authorized individual** – Any person granted unescorted access to Cree property as well as those granted access with an escort.
- 2.2 **Cameras** – Photographic devices including still, digital, electronic, x-ray, video, motion picture and other devices capable of copying or otherwise recording a visual image.
- 2.3 **Compliance letter** – As described in the body of this document, is intended to cover employers/companies that already have a pre-employment screening process in place that is similar to Cree requirements. The screening documents should be on file at the contract company and made available to Cree if the need should arise.
- 2.4 **Contractor** - Any person or organization that performs work on Cree premises who is not a visitor (escorted), including: contractors, sub-contractors, service vendors or consultants, unless specifically designated otherwise. For Security and Safety clearance purposes, temp agency employees are not considered contractors.
- 2.5 **Escort** – A worker who has had appropriate unescorted access training, an issued picture badge, and assumes responsibility for the presence of another individual(s) while within the controlled access areas of Cree property. This includes recognizing aberrant behavior; contacting security and removing an escorted individual from Cree property when there is reasonable suspicion that the individual's behavior is deemed unsuitable.
- 2.6 **Outside-only contractor** - A contractor as defined above that requires access within access controlled Cree property, but does not need access into the buildings.
- 2.7 **Positive control** – With regard to the type of controls escorts are to maintain of visitors: continuous visual and/or conversational voice control, allowing the visitor(s) to enter a non-sensitive room with

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

either one (1) entry/exit, or a non-sensitive area or room that the visitor could not leave without being seen by the escort. Escorts must not perform any function that would compromise the effectiveness of their positive control of the visitor(s). Escorts may work along with the visitor(s) as long as positive control is continuously maintained.

2.8 **Restricted area** – Any Cree property containing intellectual property or sensitive equipment.

2.9 **Visitor/escorted personnel** – An individual who is authorized access onto Cree property while being escorted by an authorized individual with unescorted access.

### 3 Responsibilities

3.1 Cree Security:

- It is the responsibility of Cree Security to keep records of all submitted contract company and employee documents.
- Security will issue access cards based on the criteria set forth in this program.

3.2 Cree Sponsor:

- It is the responsibility of the Cree sponsor to ensure that all required paperwork for unescorted access is completed and submitted to Security prior to the contractor arriving on-site in accordance with the procedure defined in this document.
- Cree project managers and sponsors are responsible for determining appropriate levels of unescorted access for assigned personnel and for requesting such access in accordance with this program.

3.3 Contract Company:

- It is the responsibility of the contract company to ensure that all required paperwork for unescorted access is completed and submitted to the Cree sponsor, a minimum of 24 hours prior to their employees arriving on-site.
- It is also the contract company's responsibility to ensure each contractor working on-site at Cree adhere to policies and maintain the minimum requirements as explained in this program.
- The company is required to notify Cree Security in the event one of their contractors, no longer meet the minimum requirements for unescorted access as defined in this program or are no longer employed by the company.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 4 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

3.4 Contract Employee:

- All contractors granted unescorted access share a security responsibility and are required to follow applicable procedures or directives, which govern access.

**4 Overview of Documentation**

4.1 Compliance with both Cree Legal and EHS (Safety) requirements will be verified before any company is cleared to have employees on-site unescorted.

- Before unescorted access will be granted, Security will verify that the EHS department has cleared each contract employee as having completed the safety requirements.
  - There are different levels of safety requirements based upon the nature of work. EHS will send clearance information to Security to include N/A or exempt when applicable.

4.2 Signed and completed documentation required from a company officer:

- Cree Security Requirements document
- Cree safety requirements (Cree EHS)
- Non-disclosure agreement (generated by Cree Legal)

4.3 Signed documentation required from each contract employee:

- A consent form is needed for each contract employee. This document informs the contractor that Cree is authorized to view the screening documents maintained by their company.

4.4 Documentation to be reviewed by the contract company for information on-site policies and procedures:

- Contractor Access Control Procedure
- Contractor Safety Program

4.5 Daily/weekly/monthly documentation:

- Access list



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 5 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

**5 Security Requirements**

- 5.1 All companies working on Cree premises shall comply with the Contractor Security Requirements.
- 5.2 Contract companies must obtain acceptable employee screening, prior to the start of any individual's assignment on Cree's premises.
- 5.3 Results of the screening processes, or Compliance Letter as defined in the Security Requirements, shall be submitted no later than 24 business hours prior to request of Cree site access.
- 5.4 Contractors requiring outside only access do not need a compliance letter but must still be cleared for safety by EHS.

- A daily access list of employees expected to work on-site is still required before outside access will be granted.

5.5 The following will be needed for each unescorted contractor:

- Signed consent form

**AND** company choice of below (compliance documentation or screening documents)

- Compliance letter
  - The company may submit verification to Cree on its company's letterhead, signed by an officer (or designee) of the company, that an employee or employees scheduled to perform services at a Cree site complied with all security requirements as set forth in the, Contractor Security Requirements. At Cree, this verification is called a **compliance letter**.

**OR** both of the below screening documents:

- Drug screening results showing that each individual assigned to work on Cree's premise has passed a five-panel drug test from an authorized screening company in compliance with the Federal Drug-Free Workplace act of 1988. Illicit drug screening may not be more than three (3) months old.

And



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 6 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- Nationwide background check stating that the individual has had no felonies in the past ten (10) years must be submitted to Cree Security. To be acceptable, the initial background check screening may not be more than nine (9) months old.

5.6 A contract company that changes its name while working for Cree, Inc. will need to resubmit the company required documents.

- If the same employees will be working for the new company, employee documents will be transferred as is to the new company.

5.7 Contract employees who change employers to another company working for Cree will need to resubmit applicable documentation to be approved for unescorted access with the new company.

- Both the Security Manager and Cree project sponsor must approve, on a case-by-case basis, any contract employee who is terminated and returns to Cree with a different company.

5.8 If a contract company or Cree sponsor removes an employee name from the Security Master List for any reason, employee paperwork must be resubmitted to gain re-entry approval.

## 6 Disqualification Criteria

6.1 To assist in making appropriate background check determinations, the following identifies several types of adverse information. These are not all-inclusive, but contain many of the factors that may raise questions as to a person's eligibility for employment and serve as a general guideline when making compliance decisions.

6.2 **Criminal charges pending-** Pending is defined as awaiting formal review by the court to determine the disposition of an arrest. All pending charges must be evaluated on a case-by-case basis. This evaluation will focus on the status of the charge, and the behavior or incident, which resulted in the charge being made and the effect on an applicant's trustworthiness and reliability.

6.3 **Felony convictions-** Any felony conviction involving violence or theft within the last ten (10) years. Persons on active probation/parole or a work furlough program for a felony conviction, or participating in a court diversion program for charges which would meet employment rejection criteria, i.e., pre-trial intervention, deferred prosecution, or similar.

6.4 **Misdemeanor convictions-** Multiple misdemeanor convictions demonstrate a pattern of continued disregard for the laws of the land. *Such disregard **without adequate evidence of rehabilitation** raises doubt as to the applicant's trustworthiness and reliability.*



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 7 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- Any serious misdemeanor conviction within the last seven (7) years involving illicit drugs including individuals currently serving a court-ordered diversion program.
- Any misdemeanor conviction within the last seven (7) years involving theft, breach of trust, or violence.
- Three or more misdemeanor convictions, **excluding** speeding and non-moving infractions, within the last seven (7) years.
- Persons on active probation/parole or a work furlough program for a misdemeanor conviction or participating in a court diversion program for charges, which would meet the above criteria.
- Failure to fulfill a court order, i.e., failure to appear, for any misdemeanor charge/conviction, without verifiable legitimate explanation.

6.5 Other:

- Active sex offender or sexual predator status.
- Drug test failure or on-duty alcohol test failure, refusal to participate in drug testing.
- Attempt to subvert the testing process or has been shown to have altered a specimen provided for testing.
- Social security number cannot be verified through the Social Security Administration.

6.6 In addition to the above criteria: Cree prohibits the unlawful manufacture, distribution, dispensing, possession, or use of drugs in the work place. Consumption of alcoholic beverages and/or abuse of controlled substances are absolutely forbidden on the worksite (with the exception of the company picnic). Employees, visitors, and/or contractors under the influence of alcohol or controlled substances will be removed from the facility.

- The possession of firearms is strictly prohibited on Cree property. An exception may be made for law enforcement and US Government personnel on official business.

**7 Security Master List, Contractor Database**

7.1 From the security requirement information Cree will create and maintain a contractor / vendor master list, referred to as the Security Master Log (SML) or Contractor Database.



**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- Names of approved personnel, permitted to enter Cree's site, and personnel pending approval are on this list.
- Master List approval is based on the submittal of all documents required by Safety (EHS) and Security.
- Terminated employee names to be removed from Security Master Log must be submitted to Cree Security as needed and upon request.

## 8 Daily Access List

- 8.1 A daily access list shall be submitted electronically (in an excel file) via email to contractor\_access@cree.com by each contract / vendor company no later than 4:00 pm one business day prior to needing access to the Cree site.
- A separate list is needed for each company. CSO-003A Access list.xls is to be used as a template for the daily access log.
  - This list can be submitted daily, weekly or monthly depending on the contractor's access needs.
  - No access list is needed for contractors with a photo badge.
- 8.2 Unless company paperwork has been submitted and accepted for a subcontract company, subcontract employees are considered employees of the primary contract company.
- Company paperwork includes Security documents, Safety program clearance and Legal (non-disclosure agreement).
- 8.3 The daily access list shall identify:
- Company name
  - Employee name
  - Cree sponsor/contact name
  - General work area
  - Restricted work area/s, if any, the employee will require access for
- 8.4 If any of the following restricted work areas are needed, list on the Cree Daily Access Log.xls, next to each employee's name. The restricted work areas are:



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 9 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- IS (PABX, server rooms)
- DHS (chemical storage areas)
- PM (precious metal areas)
- DOD (ITAR areas)
- IP (Areas identified as containing intellectual property)
- Trade Compliance areas (Crystal Growth)
- SEC (Security areas)

8.5 Should a contractor employee require access to an area that was not expected, due to a rush or emergency work request, pre-approval is required by a Cree Facilities Engineering project manager, who will contact the Control Room and have the work area added to the contractor's card. The Control Room will send email verification to the approving project manager.

8.6 Areas identified as restricted will require additional approval by the "area's owner".

8.7 Requests for contractor access to chemical storage areas must be approved by Security Management.

- Access is contingent upon the submittal of the contractor's background check (hard copy) completion of DHS training and the direct approval of the Security Manager.
- Contractors requiring access into a DHS restricted chemical storage area must be escorted by a cleared employee. The employee is required to accompany the contractor the entire time they are within the area.

8.8 Only a contractor's **Cree sponsor, Cree project manager** or a **Cree department supervisor/manager** can request them to have access into additional areas. Requests for "Restricted Areas" must be processed through Security in accordance with this and other pre-established procedures.

8.9 Contractors with a photo badge can receive additional access, with a call to the Control Room from one of the persons listed in 8.8.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 10 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

8.10 Contractor access is normally 0600-1900 Monday through Friday. If a contractor needs access outside of the normal hours, one of the individuals listed in section 8.8 may request an extension for the evening/weekend.

**9 Contractor parking**

9.1 No parking in fire lanes or other restricted areas.

9.2 Only contractor vehicles required for the performance of a task will be allowed to remain within access controlled areas on-site.

- No trucks will be permitted within the access controlled areas of a Cree site except to unload tools and materials.
- No more than two vehicles, at the same time, from any single contract company will be permitted unless approval from Security supervision is given.
- Vehicles must be clearly marked; identifying the company it belongs to.
  - This can be accomplished using a handwritten sign in the vehicle window, legible from a reasonable distance.
- On the Durham site, contractor vehicles allowed within the fenced area must enter through Security Post Three, unless cleared by Security on a case-by-case basis.

**10 Contractor Picture Badge**

10.1 Cree Security management will approve contractor picture badges on a case-by-case basis in coordination with Cree sponsors.

10.2 On-site contractors who work a minimum of eight hours a day five days a week, for a period of three months or longer are eligible to submit a photo badge request.

- Many contractors meeting the criteria will be issued a photo badge and access card to be picked up and returned daily to Security Post One. Others will be allowed to keep the badge as determined by the sponsor.
- Exceptions are made on an individual basis at the discretion of Security management and can be changed without notice, as company needs change.

10.3 Picture badges not used in sixty days will be deactivated.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 11 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- To reinstate, the approval process must be repeated.
- Only personnel who are in an emergency support position will be allowed to keep their badges without use time limits.

10.4 Contractors issued picture badges are not required to submit access requests daily. It is the responsibility of the Cree sponsor or project manager to request access updates and terminations based on business needs.

## 11 Visitor/Escort

11.1 All persons permitted onto Cree property who are not authorized unescorted interior access are issued a visitor's badge. This badge is distinctive from other badges by design and color.

- The visitor badge cannot be used to gain access to any controlled area.
- A contractor's visitor must be considered essential for site operations.
  - Visitors can not engage in work that requires safety clearance by the EHS department.
  - Suspected violators will be reported to EHS
- Only a Cree employee or a contractor with a photo badge, who has been given escort privileges, can escort a visitor.
- The Cree sponsor must approve contractor escort privileges on a case-by case basis.

11.2 Visitor processing for escorted access is expected for short-term visits only. Personnel who are expected to be under escort for a period greater than 15 business days must complete requirements for unescorted access badging.

11.3 All persons designated as authorized escorts have met the requirements for unescorted access, have a Cree issued photo ID/access card and have been familiarized with the responsibilities of the escort function.

- Authorized escorts are issued an escort's badge. This badge is distinctive from other badges by design and color. An employee with an escort badge should always accompany an individual with a visitor badge. Escort and visitor badges are required to be returned to Security when escorted persons leave the Cree premises.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 12 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

11.4 The following are escort responsibilities:

- Escorts may take visitors to those areas that they are authorized access for, providing the visitor has a need to be in that area.
- Escorts are not to engage in any work or other activities that could interfere with their primary responsibility of maintaining positive control of the visitor.
- Escorts are responsible for ensuring their visitor/s comply with all site procedures and policies. If an escorted visitor is in violation of any Cree policy/procedure, then the authorized escort must immediately notify Security.

## 12 Badge Control

12.1 The Cree access control and identification program is structured to provide a high degree of assurance that only authorized personnel enter onto sensitive and controlled areas of Cree property.

12.2 Each employee, contractor, visitor, and escort is required to wear a Cree issued identification badge at all times in and on Cree property.

- Identification badges serve as a means of identifying personnel that have been granted access to Cree property. All badges should be displayed on the upper torso and on the outer garment with the individual's photograph, or the colored badge visible.
- Individuals with photo badges are to ensure that the photo on their badge reflects their current appearance (i.e., the individual has grown a beard; the photo is old, etc.).

12.3 All daily contractor badges must be returned to Security by the end of the day. Any badge not returned will be deactivated and reported to the Cree sponsor for resolution.

12.4 All individuals should take note of unauthorized people in their areas or individuals not properly displaying a badge and report their presence to Security.

12.5 Any individual issued an access card should never request, or provide, unauthorized access to another person via "piggybacking" or "tailgating". Nor should they allow other employees or non-employees to use their access card.

- Any unauthorized use, loss, or mutilation of a badge must be reported to Security. Security will determine if further actions are required. If personnel discover that their badge is lost, stolen, destroyed, or damaged, they should contact Security immediately.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 13 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- Should an individual find a badge and its owner is not in the immediate vicinity, the finder shall notify Security or physically return the lost badge to Security or badge drop box.

**13 Contractor check- in/out**

13.1 Contractors should allot a minimum of 30 minutes for employees to check-in. Each contract employee entering is required to receive a contractor's badge.

13.2 All contractors require a valid photo ID before entering facility. Contractors will present photo identification. Government issued driver's licenses, passports, or other government issued photo identification is acceptable. Individuals not possessing a form of picture identification will be referred to Security management for access resolution.

13.3 Daily general access badges are active from 6am until 7pm.

- Pre-approval is required for work hours or work days beyond those specified above.

13.4 Contractors shall not enter any Cree area other than those designated for work, without prior approval by Security.

13.5 RTP contractor badges are checked in/out at Security Post One

13.6 Durham Site Contractor check-in locations:

- Security Post One: for photo, housekeeping, general access and reserved badges.
  - Contractors that have forgotten their Cree issued picture badges will sign in/out a temporary replacement at Cree Security Post One.
- Post Three: outside-only and vendor badges.

13.7 Contractor checkout locations are:

- Security Post One
- Security Post Three for outside-only badges
- Drop boxes located at the turnstiles can be used to turn in badges when necessary.

13.8 Sites not specifically listed have check in/out at the areas reception desk



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 14 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

**14 Deliveries**

- 14.1 Material delivery drivers must possess valid credentials from their company (DHL, UPS, etc.) and a valid driver's license. Chemical shipment drivers must possess valid company credentials, a valid driver's license and be on the EasyLobby Chemical Delivery list. If a chemical delivery driver is not on the delivery list then they must be verified by their company dispatch or the Cree recipient of the delivery must grant prior approval.
- 14.2 Deliveries to the Durham campus during normal business hours (Monday-Friday, 0800-1730) must process through Security Post Three, unless otherwise directed by Security supervision. Nights, weekends and holidays, all delivery vehicles must process through Security Post One unless otherwise directed by Security supervision.
- Material deliveries are only accepted during normal business hours, unless prearranged and approved by Security management.

**15 Camera/Photograph Authorization**

- 15.1 Unauthorized use and/or possession of photography equipment on Cree property is strictly prohibited. Devices capable of recording photographic or electronic images require written authorization from Security prior to being brought on-site. Devices equipped with image capturing capability (such as cell phones, pagers, PDA's, etc.), will not be used for recording images, and do not require written authorization.
- 15.2 The Cree project manager or sponsor must request written authorization prior to any contractor using photographic equipment on Cree property. The manager or sponsor will provide, in writing to the Control Room, the date, reason and location the photography will occur. Once authorized, Security will issue a numbered camera pass. The camera pass must be prominently displayed at all times while the camera is on Cree property. Cameras for personal use are prohibited.
- 15.3 Personnel observed on Cree property with a camera and not possessing a camera pass should be challenged. If the camera pass is lost or misplaced, notify Security immediately. Individuals in possession of a camera and no pass will be escorted off-site by Security.
- 15.4 Contract companies who violate this policy will not be authorized to return until a full investigation has been conducted.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 15 of 17

**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

**16 Contractor Badge (Security Officer Information)**

16.1 The issue of all badges must be tracked in EasyLobby (SML)

16.2 Contractor must provide company name and valid photo ID

- Security Officer will look up the contractor's company then name in SML (EasyLobby)
- Security Officer will use "Security Status", "EHS Requirements" and "Assigned Badge" columns to determine badge type needed and collect any required paperwork.

16.3 Contractor Verification

- The sponsor must let Security know that each contractor (without a photo badge) is expected on-site for work that day. To do this they will approve a daily access list or send prior notification to Security.
  - **Daily access lists** are provided by the company and approved by the sponsor 24 hours in advance of arrival to "**Verify**" contractors that are expected on-site.
  - The access list will also indicate if restricted access is needed. The Control Room will need to add the restricted access to the card issued to the individual, following established procedures.
- When a contractor arrives to check out a badge the officer will verify that individual is expected by checking the **Access Lists** (also referred to as Pre-Approval) **or** by calling to verify verbally with on-site sponsor.
  - This is not necessary for contractors with photo badge.

16.4 Each contractor must be cleared in both "Security Status" and "EHS Requirements" columns before an access badge can be issued

- The EHS Requirements column must be either "Completed" or "N/A" before an access badge can be issued. **NO** exceptions
- **Completed:** Contractors have submitted necessary documentation.
- **Consent Form:** Have the contractor fill out a consent form and treat the contractor as completed for Security. Interoffice all completed paperwork to the Security Staff.



This material is the confidential and proprietary information of Cree, Inc. It may not be used by any individual or entity except for company employees for company business. This material may not be disclosed or reproduced without the prior written consent of the company.  
CREE, INC. ALL RIGHTS RESERVED

Title: Contractor Access Control Procedure  
Specification Number: CSO-003  
Rev: B  
Date: 11-29-2016 Page 16 of 17



**CONTROLLED DOCUMENT**

*If printed this document becomes uncontrolled.*

*Controlled copies must be stamped by Document Control with a red controlled document stamp.*

- **Outside-Only:** If cleared for safety (EHS requirements), the contractor can receive an outside only badge.
- **Blank:** Any contractor on the SML list, with incomplete Security paperwork, can be given outside only access only if the Safety requirements are completed.

16.5 Types of Contractor badges

- Vendor badge- each vendor must be listed/cleared on the SML (EL). The badge itself only has the company name, not the individual.
- Photo Badge- located in lock box at Security Post One and RTP Security Post One. There are temp badges in the lock box for contractors who have forgotten their picture/photo badge.
- Housekeeping badge- photo badge kept in central location.
- Reserved Badge: Access badge reserved for a specific contractor; same verification rules apply. Reserved badge number will be listed on the SML (EL).

16.6 High Contractor Traffic

- At times of high contractor traffic, a temporary post will be established to issue contractor daily badges.
- A Security Officer will move operations to the temporary post and issue all contractor daily badges and, if necessary, outside only badges. Photo badges, housekeeping badges and vendor badges will continue to be issued from their original posts.

**17 Document Revision History**

Date	Rev.	DCN #	Change	By:	Approval
11/06/13	A	DMS	Original upload, Scheduled Review and Update	T. Osborne	DMS
10/30/15		DMS	Document Review, no changes	T. Osborne	DMS
11/29/16	B	DMS	Update of Contractor Program to incorporate EHS Safety Program Implementation.	T. Osborne	DMS