

Reference no: SSE/2017/10/15/DAS

MEMO

Date: 15 October 2017

To: COMPANY EMPLOYEES

Subject: AMENDMENT TO SECURITY ACCESS PROCEDURE – AL KHOR COMMUNITY [AKC]

In order to further enhance Security at AKC and to permit 'tracking' of Visitors – the AKC 'NON-RESIDENT' Vehicle Stickers [Fig. 1 below] shall be revoked henceforth.



Fig. 1

AKC 'NON-RESIDENT' Vehicle Stickers must be returned to the AKC Security Department.

In accordance with current AKC Security Procedure the following AKC Vehicle Stickers will permit unhindered vehicle access to the Community.

- **AKC 'RESIDENT' Vehicle Sticker [Fig. 2]:** Issued to AKC Residents
 - Access through gates 1, 2, 4 & 5
- **AKC 'EMPLOYEE' Vehicle Sticker [Fig. 3]:** Issued to AKC Employees who do not reside in AKC
 - Access through gates 1, 2 & 3 during core business hours.
- **AKC 'STUDENT' Vehicle Sticker [Fig. 4]:** Issued to Persons who are responsible for children who attend an AKC school or nursery
 - Access through gate 3 only during school / nursery hours



Fig. 2



Fig. 3

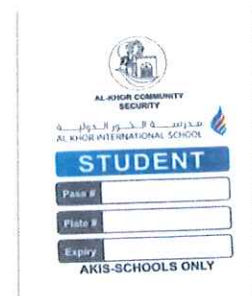


Fig. 4

AKC Residents / Employees who utilise the services of a private driver should contact AKC Security to arrange for their driver [vehicle] to be added to the Approved Drivers list.

Any person who wishes to access AKC in a vehicle and does not possess one of the approved vehicle stickers shall be processed as a 'VISITOR' in accordance with the AKC Visitor Access Procedure. Visitors should be advised by their sponsor to proceed to gate 2a in order to be processed and to gain access to the community.

AKC Residents who move out from the Community shall return all issued AKC 'RESIDENT' Vehicle Stickers to the AKC Security Department.

For vehicle sticker applications or if you have any questions on this matter please Contact the AKC Security Passes office on landline: 4473 4319 or visit the office in person, which is located in the AKC Administration building.



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Head of Safety Security & Environment

