



## Interoute Access Procedure Ghent Data Center

### Introduction

Interoute's 'Access Procedure Data Center Ghent' is a mandatory requirement to ensure compliance with the corporate Security Policy for the protection of Interoute assets and resources. All employees, contractors and visitors must comply with this procedure to enter, occupy and exit Interoute Data Centers. For reporting, notification and support, please contact the Interoute Network Operations Centre: **+800 4683 7681 (+420 225 352 904)**

### Access Procedure

1. Access to Interoute Data Centers is only granted to employees and 'Trusted Agents' pursuant to Interoute's agreed Access Procedures. All individual entering Interoute Data Centers must comply with the Interoute Data Center Code of Conduct
2. Access requester calls the 24/7 security guard via the communicator next to the entrance door.
3. Access requester states their name and company clearly to the security guard.
4. Security guard raises the gate in front of the entrance door and the alarms of the building will be shut down.
5. Access requester can now use his badge to access the building.
6. When leaving the building Access requester will call the 24/7 security guard via the communicator next to the entrance that he/she is leaving the building.
7. Security guard lowers the gate in front of the entrance door and the alarms will be put online again.

Name: .....  
Company: .....  
Visiting: **POP/COLO ROOM**  
Badge: **P.....**  
Start of visit: .....

Visitor hereby declares that he/she received a Interoute badge to access the Ghent Data Center:

Signature:
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