



Interoute Data Center Code of Conduct

Introduction

Interoute's 'Data Center Code of Conduct' 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 code 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)**

Code

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. All Trusted Agents must comply with the Interoute operational procedures prior to performing any work within an Interoute Data Center.
3. All Trusted Agents must adhere to Data Center physical security procedures, logging entry before and after exiting the Data Center location.
4. No hazardous activity may be undertaken by Trusted Agents without Interoute supervision; defined as termination or disruption, of power infrastructure, drilling, sanding, or heat generating activities.
5. All doors must be secure and locked after exit from Interoute Data Centers.
6. All doors to a facility must be secure during site visits to facilitate fire suppression systems.
7. All persons on entry to Interoute Data Centers must be familiar with evacuation routes.
8. All persons at a Data Center must evacuate immediately when fire alarms sound, and report the event immediately to Interoute Customer Operations at the above phone number. **WARNING: The gas extinguishing system will automatically activate upon fire detection.**
9. Each Interoute Data Center must be kept clean, any spare equipment, boxes or other packing materials or other rubbish must be removed from the site.
10. If a customer or its Trusted Agent identifies any alarms related to the facility or damage or faults within the facility they are required to report such matters immediately to Interoute using the above number.
11. Smoking, food or drinks the Data Center are absolutely prohibited.
12. No use of GSM, GPRS, UMTS or other handheld wireless devices at the Data Center are permitted in equipment areas.
13. Taking photographs, videos or image capturing of any kind is strictly prohibited.

NON-COMPLIANCE

Violation of this Facility Code of Conduct is strictly prohibited. In the event of any potential or actual event in violation Interoute reserves the right to suspend, penalize, or terminate, either temporarily or permanently, any or all services provided, and block any abusive activity, or take any other action deemed appropriate by Interoute. Such action remains the right and discretion of Interoute to maintain the protection and security of Interoute and its network, equipment and facilities and those of its other customers

Interoute may also refer violators to civil or criminal authorities for prosecution, and will cooperate fully with applicable government authorities in connection with the civil or criminal investigations of violations.

Name:

Company:

Visiting: **POP/COLO ROOM**

Badge: **P.....**

Start of visit:

Visitor hereby agrees to comply in full with Interoute's Data Center Code of Conduct:

Signature:
