



THE TINPLATE COMPANY OF INDIA LIMITED

JAMSHEDPUR

VISITOR'S POLICY

All employees need to ensure that any visitor coming to meet them takes prior appointment as far as possible.

On the arrival of the visitor, Security should inform the concerned persons who can either receive the visitor himself or direct the guest to come to the place of meeting. Prior to allowing the visitors to enter the Company's premises, Security personnel should issue a gate pass to the visitors mentioning the date, time, department and name of the person to be visited. After the visit the visitor should obtain the signature of the person visited and handover the same to Security before leaving the Company's premises.

However, if a visitor comes without prior intimation, Security should check with the concerned person whom the visitor desires to meet. If the person declines to accept or to receive the guest, the visitor should be sent back. If the visitor is accepted then the above mentioned procedure will be followed.

Visitors are required to strictly adhere to the following:

- Use proper shoes, safety helmet, and tight fitting clothes while inside works.
- Walk on gangway only, marked with Green.
- Not to come under any load being carried by overhead cranes.
- Not to stand close to any rails of transfer trolley moving on shop floor.
- Not to enter Hazard Analysis & Critical Control Point (HACCP) area /Restricted areas.
- Not to touch or feel any sheet, coil or other material – these may be sharp or hot and may cause injury.
- Not to touch any chemical kept at designated place.
- Not to visit the Plant premises if they are suffering from any contagious diseases.

10th July 2018



(R. N. Murthy)
Managing Director