

GROUP POLICY · SECURITY

Physical security and site access

DEMO ONLY

Excerpt (sections 1–6 of the full policy) · effective 1 March 2026 · owner: Group Security · approved by the Marchmont Group Executive · current as at 30 June 2026

- 1.** This policy sets the physical security controls applied at every Marchmont premise, so that client information and Marchmont systems are protected against unauthorised physical access.
- 2.** All Marchmont premises, including the delivery centres in the Philippines and Colombia and the Sydney head office, together with their staff, contractors and visitors.
- 3.** Entry to Marchmont delivery centres and secure floors is by personal access badge only. Badges are individual and non-transferable; tailgating is prohibited. Lost badges are reported and disabled immediately, and a departing staff member's badge is disabled within 24 hours of their last day. Badge access lists are audited every quarter.
- 4.** All visitors sign in at reception, state their host and purpose, and wear a clearly marked visitor badge. Visitors and unbadged contractors are escorted at all times while on site; the host remains responsible for them until they sign out. Visitor and contractor registers are retained for 12 months.
- 5.** Staff clear their desks of client material and lock workstations at the end of each day and whenever they leave their work area unattended.
- 6.** Each site has a named Site Security Officer responsible for day-to-day operation of these controls. This policy is reviewed annually; the next review is due in February 2027.

Site access registers are maintained at every delivery centre and at head office, and the visitor register is kept at each reception. This excerpt is a demonstration document prepared for the Huxley and Hyde demonstration record (MARCHMONT); it is not a real policy of Marchmont Global Services Pty Ltd, which is a fictional demonstration company.