

Appendix 2
to directive
of the National Research University
Higher School of Economics

APPROVED
by directive No.6.18.1-01/2403-01
of the National Research University
Higher School of Economics
dated March 24, 2014

Procedures for Access Control at the National Research University Higher School of Economics

1. General Provisions

1.1. These Procedures (hereafter, the Procedures) have been developed to standardize access control at the National Research University Higher School of Economics (hereafter, HSE); they must be observed by all HSE staff (administrative, academic (faculty and researchers), educational support, operations and other staff categories), students (auditors, attendees, doctoral, postdoctoral and other student categories), HSE alumni, employees of organizations that rent part of the HSE premises, HSE visitors (individuals and employees of external organizations rendering services under independent contractor agreements, HSE guests).

1.2. These Procedures are intended to ensure safe controlled access to the HSE premises.

1.3. The following terms and abbreviations are used throughout this document:

HSE premises – administrative and educational buildings, dormitories, guesthouses, Izmalkovo health centre, other HSE buildings and structures

Administrative Directors of HSE premises – heads of operation and maintenance offices of administrative and educational buildings and complexes, dormitories, guesthouses, and their deputies, dormitory supervisors, administrator of the Izmalkovo health centre

Leaseholders – employees of organizations that rent part of the HSE premises

External organizations – legal entities fulfilling their obligations under independent contractor agreements with HSE

The Office – Security and Operations Office under the HSE Security Office

SKUD – controlled access system

SURP – tracking system for single-entry passes

TP – temporary pass

ID – electronic ID badge

AID – electronic alumni ID badge



EAP –electronic attendee pass for individuals who attend training courses

SEP – single-entry pass

VP – vehicle pass authorizing for access and parking

GP – goods pass

Passholder – an individual in possession of an HSE pass

VTB24-HSE bank card – co-branding Visa card issued by VTB24 bank as a part of a joint initiative of HSE, VTB24 and HSE Alumni Association. It bears the logos of HSE and VTB24, the cardholder name, 12-digit card number and date of expiry. Such cards are not SKUD elements.

1.4. Passes Valid on the HSE Premises:

Pass type	Protection features	Validity period	Passholders
Temporary (paper)	<ul style="list-style-type: none"> - ordinal number; - annual change of the paper colour; - signature of the head of the Access Control Office; - “Для пропусков” (<i>For Passes</i>) stamp; 	from 14 days up to 1 year (from the date of issue to the end of the current calendar year)	<ul style="list-style-type: none"> - HSE staff (while the appointment directive is being finalized); - staff of external organizations fulfilling their obligations under independent contractor agreements with HSE; - leaseholders
Electronic ID Badge (plastic)	<ul style="list-style-type: none"> - identification number; - full name, passholder photo; - electronic tracking and control system 	studies duration	- students
		HSE employment duration	- HSE staff
Electronic Alumni ID badge (plastic)	<ul style="list-style-type: none"> - identification number; - full name, passholder photo; - electronic tracking and control system; - Alumni Association logo; - “Выпускник” (<i>Alumni</i>) caption 	up to 1 year (from the date of issue to the end of the current calendar year)	- HSE alumni
VTB24-HSE bank card (plastic)	<ul style="list-style-type: none"> - black and white, with VTB24 and HSE logo; - card number (12 digits); - full name; - expiry date (month, year) 	card validity duration	- HSE alumni
Electronic Attendee Pass (plastic)	<ul style="list-style-type: none"> - pink colour; - “Слушатель курсов” (<i>Attendee</i>) caption; - ordinal number; - electronic tracking and control system 	training courses duration	- attendees of training courses
Electronic Visitor Pass (plastic)	<ul style="list-style-type: none"> - yellow colour; - “Посетитель” (<i>Visitor</i>) caption; 	Visit duration within one working day*	- visitors



	<ul style="list-style-type: none"> - ordinal number; - electronic tracking and control system 		
Single-Entry Pass (digital)	<ul style="list-style-type: none"> - electronic request issued via SURP 	visit duration within one working day **	-visitors
Single-Entry Pass (paper)	<ul style="list-style-type: none"> - white colour; - unique number; - signature of on-duty staff of the Access Control Office or Administrative Director; - “Для пропусков” (<i>For Passes</i>) stamp or stamp of the Administrative Director 	visit duration within one working day ***	-visitors
Goods Pass	<ul style="list-style-type: none"> - unique number; - signature of the person issuing the pass (Administrative Director or authorised representative); - stamp of the Administrative Director 	for delivery/ removal of goods within one working day	<ul style="list-style-type: none"> - HSE employees who transport goods; - employees of external organizations engaged in construction activities, repairs, delivery and transportation of goods under independent contractor agreements with HSE
Vehicle Pass	<ul style="list-style-type: none"> - paper card, 10x15 cm; Front: <ul style="list-style-type: none"> - tricolour (white, blue and red lines); - unique number; - car make and state registration number; Back: <ul style="list-style-type: none"> - period of validity; - passholder’s full name; - locations to which access is allowed; - seal of the HSE Transport Services Office; - signature of the vice rector responsible for the HSE Transport Services Office 	up to 1 year (to the end of the current calendar year)	<ul style="list-style-type: none"> - drivers employed at the HSE Transport Services Office; - HSE employees who own a personal vehicle

* Valid on the premises with access control offices;

** Valid everywhere on the HSE premises, apart from those with access control offices;

*** Valid everywhere on the HSE premises in exceptional situations (for instance, when there is no network access, etc.)



2. Issuing Temporary Passes

2.1. A Temporary Pass (hereafter, the TP) is a coloured paper card 10 x 6.5 cm in size, bearing an ordinal number, last name and initials, times when access to the HSE premises is allowed, date of expiry, signature of the head of the Access Control Office (under the Security and Operations Office of the Security Office) and “Для пропусков” (*For Passes*) stamp. It is valid everywhere on the HSE premises regardless of the place of issue, if presented together with an identity document. The colour of the Temporary Pass is to be changed every year. Its period of validity is from 14 days up to 1 year (within 1 calendar year). After the indicated date of expiry, the TP is deemed invalid and shall be returned to its place of issue.



2.2. Temporary passes are issued to HSE employees (while the appointment directive is being finalized), individuals rendering services under independent contractor agreements with HSE, staff of external organizations, and leaseholders (hereafter, the TP holders).

2.3. Each year before October 01, the Security and Operations Office submits a request for TP to the HSE Printing Office, provides templates, specifies the colour, paper density and number of copies.

2.4. Each year before December 01, the head of the Access Control Office sets up an HSE Passes Log and prepares TP cards for issue (counts them, labels them with numbers, signs and affixes a “Для пропусков” stamp on each pass).

2.5. Each year before December 01, administrative directors of the premises submit data on the required number of TP cards to the Security and Operations Office via email (ubr@hse.ru) and inform heads of HSE subdivisions and organizations renting parts of the HSE premises that requests for temporary passes for persons listed in Clause 2.2 must be submitted.

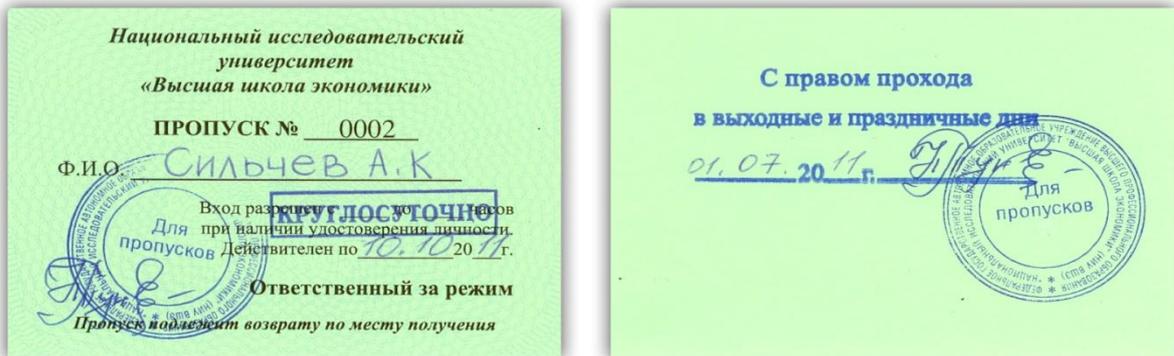
2.6. A person appointed by the Administrative Director collects TP cards from the head of the Access Control Office in accordance with the request signed by the Administrative Director (Appendix 1). Upon receiving the TP cards, the appointed person signs the HSE Passes Log, specifying the date of receipt, quantity and numbers of TP, full name of the Administrative Director who requested the TP cards, and full name of the person who collected the TP cards.

2.7. Starting from December 01 of the current calendar year and throughout the subsequent calendar year, heads of HSE subdivisions who need temporary passes for persons listed in Clause 2.2 shall submit the corresponding request (Appendix 1) addressed to the Administrative Director of the premises; heads of external organizations and leaseholder organizations shall submit a letter specifying full name of the person(s) for whom a TP is needed, hours of stay on the HSE premises and period of TP validity. TP are



issued by a person appointed by the Administrative Director of the premises. For each TP received a corresponding entry is made in the Passes Log kept by the Administrative Director of the premises. The entry must indicate the date of receipt, hours of access, period of validity, TP ordinal number, HSE subdivision (external organization, leaseholder organization), contact phone number, full name and signature of the person appointed by the head of the HSE subdivision to collect the TP or an individual who personally received the TP.

2.8. For TP holders who require a 24-hour access to their workplace or right of entry to the HSE premises, including weekends and public holidays, the Office issues a TP of the following format:



Head of the HSE subdivision draws up a request (Appendix 1) and obtains a signature of the vice rector responsible for the given subdivision in the *Special provisions* section; the request is then submitted to the Office, and a copy is forwarded to the Administrative Director of the premises. Upon receipt of the request, the head of the Access Control Office issues the TP. Its back is affixed with the stamp “С правом прохода в выходные и праздничные дни” (*Access on weekends and public holidays*), date of granting the special right of access and a personal signature. Alternatively, if a 24-hour access is required, a “круглосуточно” (*24-hour access*) stamp is affixed to its front on the line “Время пребывания с ___ до ___” (*Hours of access: from ___ to ___*).

Special access passes to employees of external organizations and leaseholder organizations are issued by the Office upon receipt of a written request and a copy of the independent contractor agreement where the corresponding working schedule is indicated.

2.9. Passholders whose TP is lost or damaged must contact the office where their pass was issued. Upon receipt of a notice of loss or damage, a new TP is issued and an entry to the effect is made in the HSE Passes Log.

2.10. Should access control requirements be breached (TP expiry, passing the TP to another person, TP issued with errors or missing data), the temporary pass shall be seized by security staff and forwarded to the Security and Operations Office for further investigation.

3. Issuing Electronic ID Badges

3.1. A controlled access system (hereafter, SKUD) is put in place on the HSE premises to track entry and exit of students and employees through electronic means and manage access parameters (create access groups, assign access hours, access points and schedule). The principal SKUD document is a plastic electronic ID badge (hereafter, the ID) bearing an identification number.

3.2. The Office issues new ID or duplicate ID to replace damaged or lost ones.

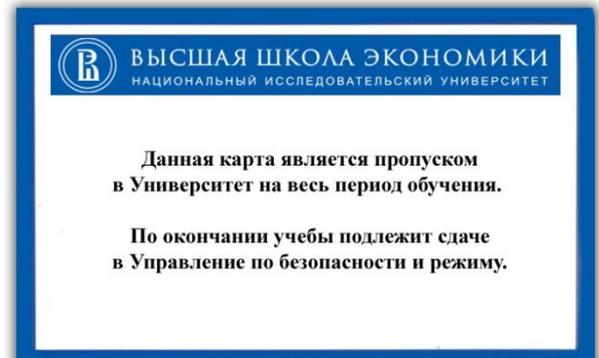


ID badges are issued to students for their studies duration, and to HSE employees for their employment duration (hereafter, ID holders).

3.3. HSE students are issued ID badges of the following format:

Front

Back



The front of an ID badge contains the ID holder's full name and the relevant caption: "студент", "аспирант" or "докторант" (*student, doctoral student or postdoctoral student*). To receive an ID, students must show their student card or doctoral/postdoctoral student certificate and a passport or any other identity document.

HSE employees are issued ID badges of the following format:



Before the appointment directive is issued, new employees use temporary passes (see Clause 2). Once the appointment directive is ready, the employee can receive a referral for an electronic ID badge from the HR Office. The employee must then present the referral and a passport or any other identity document at the Office.

3.4. Photos for an ID are taken at the Office.

The process of making an ID badge takes 10-15 minutes. Each ID holder must acknowledge its receipt by signing a special sheet. Together with an ID, staff and students are provided with Instructions for HSE ID Badge Holders (Appendix 2).

3.5. All electronic ID badges remain the property of HSE. ID holders must treat them with due care and caution. If an ID is broken, lost or damaged, its duplicate may be issued at the holder's personal request (Appendix 3).

3.6. ID allow unrestricted entry to the HSE premises based on the authorised right of access and as per HSE working hours stipulated in the HSE Internal Regulations.

3.7. In order to have ID badges issued to students admitted to the first year of study at HSE, the Admissions Office and Office of Doctoral and Post-doctoral Studies shall



forward all admission directives to the Office via SDOU (document management system). In order to have ID badges issued to students who received a referral to HSE dormitories, the Social Services Office sends a list of such students to the Office via email (ubr@hse.ru) before September 01.

3.8. In order to subsequently reassign access categories for HSE premises and define ID periods of validity

- for students: before the fifth day of each month, the Social Services Office sends to the Office a list of changes in dormitory addresses of students; Office of Doctoral and Post-doctoral Studies and student affairs unit of the Studies Administration Office send a list of all dismissed, reinstated and transferred students, their faculty, year of study and full name, based on the data from ASAV (comprehensive academic information system). The lists are to be sent via email ubr@hse.ru;
- for staff: each week, an employee of the IT Office (administrator of the HR information system) sends information on employed and dismissed employees (downloaded from the HR information system). The lists are to be sent via email ubr@hse.ru. Employees who need 24-hour access or must be present at the workplace on weekends or public holidays shall be assigned a special access category on the basis of an official memorandum from the head of the employee's subdivision sent to the HSE Director for Security via SDOU. Administrative Director of the premises where the employee's workplace is located shall also be informed via SDOU.

3.9. Students who are also HSE employees shall notify the Office in order to be assigned the corresponding access category. At the end of their studies, their student ID badge is replaced with a staff ID badge.

3.10. If an ID fails at an access point on the HSE premises, security staff shall seize the ID and bring it to the Office to investigate the cause of malfunction. In this case, access is allowed only with a single-entry pass issued through the system for tracking single-entry passes (SURP). ID holder shall contact the Office for further inquiry.

3.11. Students shall return their ID to the Office, once they get dismissed or complete their studies. Students who get reinstated shall contact the Office to get a new ID badge. Employees who get dismissed shall also return their ID badge to the Office to have their pre-departure checklist marked accordingly.

3.12. Unreturned ID badges are deactivated and can no longer be used to access the HSE premises.

3.13. Dismissed employees who need to access the HSE premises will be issued a single-entry pass via SURP.

3.14. Alumni who wish to have access to HSE may request a pass from the Alumni Centre; further information about it can be found here: <http://alumni.hse.ru/>, E-mail: alumni@hse.ru (website of HSE Alumni Association is an official section on www.hse.ru; it is maintained by the HSE Alumni Centre as a part of alumni outreach).

4. Issuing Electronic Alumni ID Badges

4.1. An electronic alumni ID badge (AID) is a double-sided plastic card and a SKUD element.



Front:

Back:



An AID's front contains the full name and “Выпускник” (*Alumni*) caption.

AID allows unrestricted entry to the HSE premises (except for dormitories) as per HSE working hours stipulated in the HSE Internal Regulations (including access to computer rooms), except for Sundays.

In order to receive an AID, alumni submit a request to the Alumni Centre, specifying the following personal information: full name, date of birth, graduation year, faculty, place of employment, position, phone number and email. A colour photo of at least 400x500 pixels in JPEG file is sent to the Alumni Centre via email: alumni@hse.ru. To extend their AID over one year, alumni can update their personal information on the Alumni Association website. Otherwise, AID will be suspended until alumni update their personal information.

Upon receiving information from alumni, the Alumni Centre draws up a request for AID and forwards alumni information to the Office via email: ubr@hse.ru. Employee of the Alumni Centre who collects AID issued by the Office shall sign a special sheet. The Alumni Centre is responsible for tracking and distributing AID among alumni.

The Office can provide the Alumni Centre with data on alumni access to HSE premises throughout one calendar year on the basis of an official memorandum from the Director for Partnerships addressed to the Director for Security. Data is provided electronically in an Excel file to the following email: alumni@hse.ru.

4.2. HSE alumni who have no AID or any other pass can access HSE premises if they show to the security staff their academic certificate or VTB24-HSE bank card and an identity document, or have a single-entry pass issued via SURP.



5. Issuing Electronic Attendee Passes

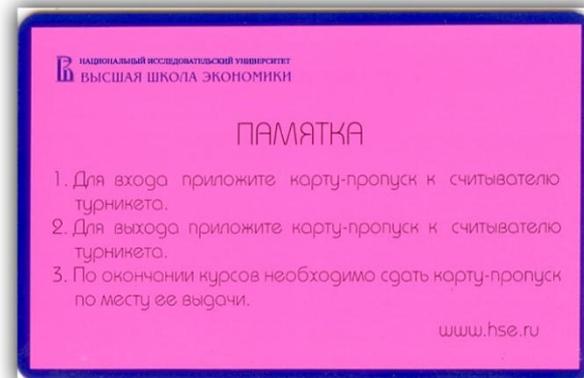
5.1. An electronic attendee pass (hereafter, an EAP) is a double-sided pink plastic card and a SKUD element that bears an ordinal number and “Слушатель курсов” (*Attendee of training courses*) caption. It is issued by the Office to attendees for duration of their training.



Front:



Back:



5.2. The head of the HSE subdivision responsible for the training courses submits a request (Appendix 1) to the Office, specifying the category and quantity of passes needed in order to ensure access of the attendees to the HSE premises.

5.3. The head of the subdivision appoints a person responsible for tracking the EAP distributed, and starts a Passes Log for this subdivision.

5.4. The person appointed by the head of the subdivision collects EAP from the Office in accordance with the request signed by the head of the subdivision. Upon EAP receipt, the appointed person signs the HSE Passes Log, indicating the date of receipt, EAP quantity and numbers, subdivision that requested the passes and full name of the head of the subdivision and the person who has collected the passes.

5.5. Upon receiving or returning EAP, attendees sign the Passes Log of the subdivision; the log contains the date of receipt, attendee's full name, EAP number, period of validity, courses name, and the date of return confirmed by the attendee's signature.

5.6. EAP returned by attendees at the end of their courses may be redistributed to new attendees.

5.7. If any of the EAP are lost or not returned, the head of the subdivision sends an official memorandum to the Office, specifying the quantity of required replacement passes, unique numbers of the missing EAP and reasons why they were not returned.

5.8. On the basis of an official memorandum signed by the head of the subdivision, the Office issues the required quantity of new EAP and deletes from SKUD database unique system numbers of electronic chips of EAP that were lost/not returned. If found, such passes can no longer be used for entry.

5.9. Lost EAP are replaced by purchasing new electronic cards and entering unique numbers of electronic chips to SKUD.

5.10. If an EAP fails at an access point on the HSE premises, security staff shall seize the EAP and bring it to the Office to investigate the cause of malfunction. In this case, access is allowed only with a single-entry pass issued through SURP. Attendee shall contact the Office for further inquiry.

6. Issuing Electronic Visitor Passes

6.1. An electronic visitor pass (hereafter, an EVP) is a double-sided yellow plastic card and a SKUD element that bears an ordinal number, identification number and "Посетитель" (*Visitor*) caption. It is issued by an employee of the Office's Access Control



Office for the period from 10 minutes up to 10 hours within one working day. It is valid on the premises with access control offices.

Front:



Back:



6.2. An HSE employee with a corporate email address and access to SURP sends a request for a visitor pass to the Access Control Office.

6.3. EVP are issued by the Access Control Office on the basis of a request created in SURP; to obtain an EVP, the visitor must show an identity document.

6.4. Visitors can enter the HSE premises by touching the EVP against a turnstile reader. Upon leaving the premises, visitors drop the EVP into the card collector.

6.5. At the end of each working day, staff of the Access Control Office collects the EVP from the card collector and registers the returned electronic passes in SURP.

6.6. If an EVP has not been returned, staff of the Access Control Office notifies the HSE employee who's requested the visitor pass and, if possible, contacts the visitor and requests the EVP back. If the EVP is not returned within one week, staff of the Access Control Office notes this violation in the visitor's record in SURP.

6.7. Before the fifth day of each month, the head of the Access Control Office draws up a write-off certificate for unreturned EVP, specifying ordinal number of each EVP. Identification numbers of these EVP are deleted from SKUD database, the passes are deactivated and can no longer be used to gain entry.

6.8. If an EVP fails at an access point on the HSE premises, security staff shall seize the EVP and bring it to the Office to investigate the cause of malfunction. Visitors can contact the Office for further inquiry.

6.9. If a visitor violates the access control requirements, security staff shall draw up a statement to the effect and notify the Office.

7. Issuing Single-Entry Passes

7.1. A digital single-entry pass is issued via SURP. It is an online form bearing an ordinal number, visitor's full name, date and time of visit, contact details of the inviting party (location of the premises, full name and phone of the HSE employee who has requested the pass). Digital single-entry passes can be issued for any premises where SURP is in place. They are valid for the period from 10 minutes up to 10 hours within one working day. To access the premises, visitors show an identity document. Passes are valid for designated premises only.

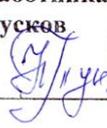
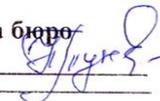
7.2. An HSE employee with a corporate email address and access to SURP sends a request via SURP, specifying the address of the HSE premises that the visitor needs to access.



7.3. Upon receiving the electronic request, security staff of the premises administers access control and fills in the entry and exit fields in the request. Should the visitor breach access control requirements, security staff shall contact the HSE employee who has requested this single-entry pass, by calling him/her on the phone stated in the request.

7.4. Should any abnormal circumstances arise (no network access, no access to SURP, etc.), visitors shall be issued a single-entry paper pass.

7.5. A single-entry paper pass is a white card bearing an ordinal number, name of the premises for which this pass is valid, visitor's full name, date and time of visit. It is affixed with the signature of an Administrative Director of the premises and seal of the premises, or with the signature of an employee of the Access Control Office and "Бюро пропусков" (*Access Control Office*) seal (for the premises with access control offices). They are valid for designated premises only, for the period from 10 minutes up to 10 hours within one working day.

Корешок № <u>976</u>	Разовый пропуск № <u>976</u>
Разового пропуска	« <u>08</u> » <u>09</u> 20 <u>11</u> г.
« <u>09</u> » <u>09</u> 20 <u>11</u> г.	Ф. <u>КОЛЕСОВ</u>
время с <u>15³⁰</u> до <u>17⁰⁰</u>	И. <u>АНТОН</u>
Подпись работника бюро пропусков	О. <u>ВАЛЕРЬЕВИЧ</u>
	Вид документа <u>паспорт XX XX N XXXXXX</u>
	Время пребывания в ГУ-ВШЭ с <u>15³⁰</u> по <u>17⁰⁰</u>
	К кому <u>АЛЕХИН И.К.</u>
	Комната <u>718</u> этаж <u>7</u>
	Подпись работника бюро пропусков 
	Для <u>МУ</u> пропусков <u>1</u>
	Пропуск с отметкой об убытии действителен в течение 15 мин.
	Подлежит возврату.

7.6. The HSE employee phones the Administrative Director of the premises that the visitor needs to access or staff of the Access Control Office (for the premises with access control offices) and states the visitor's full name, time of visit and contact details of the inviting party.

7.7. Once a request by phone is received, a single-entry paper pass is filled in and handed to the visitor who presents an identity document. The pass is affixed with a signature of the person who's issued the pass and seal of the Administrative Director (or Access Control Office).

7.8. Once the visit is over, the HSE employee who's invited the visitor indicates the end time of the visit in the pass.

7.9. Upon leaving the premises, visitors return their single-entry paper passes to the security station.

7.10. If a visitor violates the access control requirements, security staff shall draw up a statement to the effect and notify the Office and the Administrative Director of the premises.

7.11. To allow for entry of over 15 visitors at once (for instance, when public events are held on the premises), a special list may be issued.



7.12. Head of the HSE subdivision draws up an official memorandum stating the date and time of the event, quantity and full names of visitors, and sends it to the Office and Administrative Director of the premises. The official memorandum signed by the Office and Administrative Director of the premises is forwarded to the security station.

7.13. Visitors whose names are on the list may enter the HSE premises only if they present an identity document.

8. Goods Passes

8.1. A goods pass (hereafter, a GP) is a document for transportation (delivery, removal) of goods on the HSE premises. It is a paper card affixed with a signature and seal of the Administrative Director and signature of the person financially liable for the premises. Goods passes are issued to HSE employees who transport goods on the HSE premises, employees of external organizations engaged in construction activities, repairs, delivery and transportation of goods under independent contractor agreements with HSE. Administrative Director of the premises is responsible for issuing, distributing and tracking GP. In order to control GP distribution, the Administrative Director appoints an authorised person and starts a Goods Passes Log. Used GP are kept by the Administrative Director for three months and then destroyed by shredding in the presence of a committee of three persons (one of whom is the Administrative Director or his/her deputy).

Национальный исследовательский университет "Высшая школа экономики" 54 Материальный пропуск № 54	Национальный исследовательский университет "Высшая школа экономики" 54 Материальный пропуск № 54
ЗАУК "Мясницкий" наименование объекта НИУ ВШЭ	ЗАУК "Мясницкий" наименование объекта НИУ ВШЭ
ФИО Мария Ч.В.	ФИО Мария Ч.В.
№ а/м газель А 548 ЕМ	№ а/м газель А 548 ЕМ
Фирма ООО "МАР"	Фирма ООО "МАР"
К кому Васин А.Б.	К кому Васин А.Б.
Мат. ценности регистратор (2 шт) стрельянка (1 шт)	Мат. ценности регистратор (2 шт) стрельянка (1 шт)
	
Руководитель администрации объекта <i>Подпись</i>	Руководитель администрации объекта <i>Подпись</i>
Мат. ответственное лицо объекта <i>Подпись</i>	Мат. ответственное лицо объекта <i>Подпись</i>

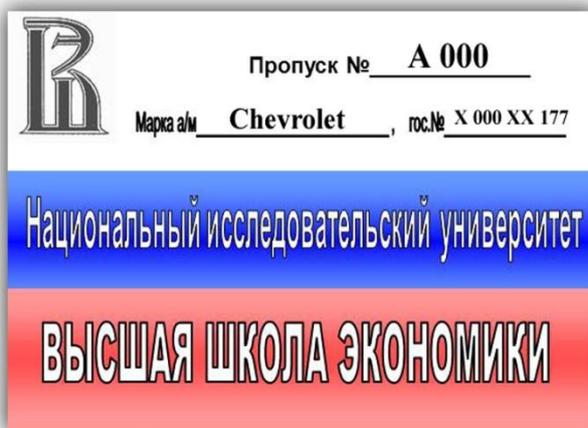
9. Vehicle Passes

9.1. A vehicle pass (hereafter, a VP) is a double-sided paper card 16x10 cm in size. On its front is a tricolour (white, blue and red lines), a seal of the HSE Transport Services Office, year of validity, ordinal number, car make and state registration number, HSE premises for which the pass is valid, full name of the passholder and organization name, and



a signature of the vice rector coordinating activities of the HSE Transport Services Office. A VP authorises entry and parking of HSE corporate vehicles and personal vehicles of HSE employees on designated guarded territories on the HSE premises. VP are issued, distributed and tracked by the employee appointed by the head of the HSE Transport Services Office. Authorization for issuing VP is granted by the vice rector coordinating activities of the HSE Transport Services Office or his/her substitute, on the basis of an official memorandum from the head of the HSE subdivision. VP are granted for one calendar year. Upon receiving a VP, its holder leaves a signature in the Passes Log kept by the authorised employee of the HSE Transport Services Office. At the end of the period of validity stated on the pass, the VP is returned to the place of issue. When needed, a new VP may be issued for the next calendar year. Expired VP are destroyed by shredding in the presence of a committee of three persons (one of whom is the head of the HSE Transport Services Office or his/her deputy).

Front:



Back:



10. Final Provisions

10.1. Liability for compliance with these Procedures is vested with
 Head of the Security and Operations Office, for clauses 2-3, 5-6;
 Director for Student and Alumni Affairs, for Clause 4;
 Vice rector coordinating the HSE Transport Services Office, administrative and
 maintenance matters, operation and maintenance of the HSE premises, for clauses 7-8.



“ _____ “ _____ **20** _____

Pass Request

HSE subdivision

Contact person, phone number _____

Pass type: temporary, electronic attendee pass, electronic alumni ID badge, special temporary pass (underline as applicable)

Quantity (in digits and words) _____

Access hours: from _____ to _____

Special provisions (as approved by vice rector responsible for subdivision): 24-hour access; access on weekends and public holidays (underline as applicable)

Period of validity _____
(day, month, year)

Additional information (list of up to 15 persons):

Signature of the head of subdivision: _____

APPROVED

Vice Rector _____
(only for special access provisions)

Pass numbers _____ in the quantity of _____ are received.

signature, full name and position

Security and Operations Office: 624-30-19, 772-95-90 *1164, *2596

Expired passes must be returned to the place of issue.



Instructions for HSE ID Badge Holders

Electronic ID badges are issued to staff and students for access to HSE premises via specially fitted entrances (turnstiles, automatic doors).

ID badges allow unrestricted entry to the HSE premises based on the authorised right of access and as per HSE working hours stipulated in the HSE Internal Regulations (including access to computer rooms), except for Sundays.

1. To gain access

- Hold the ID badge within three cm from the reader or touch it against the reader. The ID badge must be parallel to the reader, with either side facing it;
- Make sure the green light (arrow) is on and then go through the turnstile (door).

If a turnstile or automatic door fails to open

- Repeat the attempt within 30 seconds;
- If it fails again, request assistance of the security officer by displaying your ID badge. The turnstile/automatic door will be activated manually.

2. In case of failure, loss or damage of an ID badge, a duplicate can be issued at the holder's request (Appendix 3 to the Procedures).

ID badges are the property of HSE. ID badge holders must treat their ID badges with due care. Upon graduation from HSE or termination of the employment, ID badges must be returned. If an ID badge is not returned, it will be deactivated and can no longer be used to access the HSE premises.

Sharing ID badges and/or using someone else's ID badge to access HSE premises is strictly **prohibited**. If a violation is revealed, the security officer or administrator of the facility shall seize the ID badge. In this case, subsequent access to HSE premises will be allowed only with a duly issued single-entry pass and the person who violated the Procedures for Access Control shall be subject to disciplinary action.

3. ID Badge Handling Instructions

ID badges are electronic devices that require careful handling and storage.

ID badges shouldn't be exposed to

- temperatures below -40° C or above +60° C,
- wet or aggressive conditions,
- mechanical damage: bending, twisting, etc.,
- electromagnetic radiation.

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Appendix 3
to HSE Procedures for Access Control

To Director for Security

From _____
employee/student full name

_____ position, place of employment (for employees) or
faculty, year of study (for students)

_____ contact phone number

REQUEST

Due to _____ of the electronic ID badge
indicate reason (loss, damage, etc.)

No. _____ I hereby request to issue a duplicate No. _____**

Personal signature
“ _____ ” _____ 20 ____

**** numbers of ID badges are to be filled in by staff of the Security and Operations Office**

