

APPROVED

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of the National Research University  
Higher School of Economics  
dated March 24, 2014

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**REGULATIONS**  
**for Access and On-Site Control on the Premises of the National Research University**  
**Higher School of Economics**

**1. Terms and definitions**

1.1. The following terms and definitions are used throughout these Regulations:

**HSE** – National Research University Higher School of Economics

**Access control** – a set of rules regulating entry/exit of people and vehicles, delivery/removal of goods at guarded buildings and territories of HSE;

**On-site control** – a set of administrative and technical measures aimed at limiting access to restricted areas on the HSE premises, protecting confidential information and observing HSE Internal Regulations;

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

**Restricted areas** – HSE facilities access to which is open only at certain hours or to certain categories of people (server rooms, academic staff rooms, computer rooms, etc.);

**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;

**Students** – HSE students, auditors, attendees;

**Alumni** – individuals who have completed their studies on degree programmes offered by HSE and received a corresponding certificate from HSE;

**Employees** – administrative, academic (faculty and researchers), educational support, operations, maintenance and other staff categories;

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

**Visitors** – HSE guests, employees of external organizations (invited, coming on a business trip, fulfilling their obligations under independent contractor agreements), individuals providing services/works under independent contractor agreements;



**Security** – employees of different security entities: extra-departmental guard service, private security companies, librarians on duty, security receptionists on the HSE premises;

**SDOU** – automated document management system;

**SKUD** – a controlled access system that automatically tracks and monitors entry and exit on the HSE premises and restricted areas;

**SURP** – tracking system for single-use passes;

**Goods pass** – a document authorizing delivery/removal of goods on the HSE premises.

## 2. General Provisions

2.1. Regulations for Access and On-Site Control on the Premises of the National Research University Higher School of Economics (hereafter, the Regulations) have been developed in accordance with the Russian legislation, HSE Charter, Internal Regulations, and other bylaws; they govern access and on-site control on the HSE premises and must be observed by all HSE employees, students and visitors, and legal entities that rent parts of the HSE premises (hereafter, the leaseholder organizations).

2.2. Access and on-site control at HSE is arranged by the Director for Security together with the administrative directors.

2.3. Administrative directors are responsible for access and on-site control on the HSE premises. Heads of HSE subdivisions are responsible for compliance of respective subdivisions with these Regulations.

2.4. Access and on-site control at HSE has the following objectives:

- timely detection of threats to HSE interests, and hazardous conditions that could cause pecuniary or non-pecuniary damage to HSE;
- prevention of unauthorised access (of individuals or vehicles) to the premises;
- prevention of unauthorised removal of HSE property from the premises;
- monitoring compliance of HSE employees with labour discipline as prescribed by the Internal Regulations;
- prevention of unauthorised access to restricted areas and staff-only rooms on the HSE premises.

## 3. Access Control

3.1. General rules of conduct on the HSE premises (once the access has been granted) are governed by the HSE Internal Regulations. Visitors can enter HSE dormitories only upon presenting an identity document. Residents who have invited the visitors must ensure that the visitors leave in a timely manner and observe the HSE Dormitory Regulations.

3.2. Pass forms used on the HSE premises are stipulated in an HSE bylaw in accordance with the prescribed procedures.

3.3. Individuals, vehicles, cargo and other property may enter or leave the HSE premises through access control points, provided that they are covered by relevant entry documents issued in accordance with applicable HSE procedures. Documents (standard HSE passes, doctoral (postdoctoral) student certificates, student ID cards, alumni cards, consignment notes) must be shown to a security officer. Access to the HSE premises using documents that have expired is prohibited.



3.4. HSE employees, students, alumni, leaseholders and visitors can enter the HSE premises using passes (the standard format of which is stipulated by an HSE bylaw). If a standard pass is not available, the access may be granted

- to students who show their student ID card, doctoral (postdoctoral) student certificate or a single-entry pass issued via SURP;
- to alumni who show their academic certificate issued by HSE, “VTB24-HSE” bank card (along with an identity document) or a single-entry pass issued via SURP;
- to employees, leaseholders and visitors who show a single-entry pass issued via SURP.

Before issuing any pass, the authorised person must ensure that a pass recipient has read and understood these Regulations, HSE Access Control Procedures and HSE Internal Regulations.

3.5. Unrestricted entry is granted to

- President of the Russian Federation;
- Prime Minister of the Russian Federation and his/her deputy;
- Chief of Staff of the Presidential Executive Office and his/her deputies;
- Chair of the State Duma of the Russian Federation and his/her deputies;
- Chair of the Federation Council and his/her deputies;
- Ministers of the Government of the Russian Federation and the Moscow City Government, and their deputies;
- persons accompanying the above-mentioned officials or the HSE President, Rector, Academic Supervisor, first vice rectors, vice rectors and their deputies;
- staff of the prosecution office.

3.6. Officers of law-enforcement and security agencies can enter the HSE premises either by following the standard procedures or by showing an inspection order and an official ID; in the event of an emergency on the HSE premises, they can enter immediately by showing their official ID and notifying the Administrative Director of the premises.

3.7. Paramedics, staff of the Mosenergo, Mosvodokanal, Mosgaz, Moslift, Moscow Communications Service and other emergency services can access the buildings and the territory if authorised by the Administrative Director or in accordance with the list.

3.8. Staff of cash-in-transit organizations servicing ATMs located on the HSE premises may enter by showing their official ID and in accordance with the list provided by their organization and approved by the Director for Security and head of the relevant Security and Operations Office.

3.9. Staff of the State Fire Service (SFS) under the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters, Sanitary Epidemiological Service (SES), courier and special communications services may enter the HSE premises by showing their official ID and an assignment order.

3.10. Mass media representatives can only access the HSE premises if agreed by the Public Relations Office and Administrative Director of the premises, by showing an identity document and assignment order. Video, audio and photo equipment can be brought only if agreed by the Public Relations Office and Administrative Director of the premises. Audio and video recording and photography are allowed only upon written consent from the management of the Public Relations Office.

3.11. If an HSE subdivision is arranging a public event (open day, student admissions, conferences, seminars, meetings, etc.), it must (at least 30 days in advance) draw up an HSE directive indicating the date and location of the event, the contact persons and the event programme. This directive must be approved by the Director for Security via SDOU, and forwarded to the head of the HSE Security and Operations Office. The HSE Security Office



must inform local law-enforcement agencies that a public event is to be held at HSE. If an event is held outside the HSE premises, the HSE subdivision responsible for organizing and holding the event must notify the local prefecture at least 14 (fourteen) days before the event.

3.11.1. Event visitors can enter if their name is on the list and if they show an identity document. Head of the subdivision responsible for the event must have the entry list approved by the Security Office or Administrative Director of the premises (for events held on the HSE premises) and pass it to the security station.

3.12. Employees may access the HSE premises on weekends and public holidays as prescribed by the directive “*On Shifts during Weekends and Public Holidays*”. The directive is issued by the Security and Operations Office at least 10 days before the weekend or public holiday. Employees who need to be at the workplace on these days can enter the HSE premises if their name is on the list approved by the Administrative Director of the premises and HSE Security Office. The Administrative Director of the premises passes the list to the security station.

3.13. Individuals who have the right of access to the HSE premises can bring only small personal items (attaché cases, briefcases, handbags and carrier bags). Bringing bulky personal items, flammable substances, sidearms, firearms and other weapons to the HSE premises is prohibited.

3.14. Removal/delivery of goods (office furniture, equipment, devices, etc.) is possible only with a goods pass or consignment note for internal transfer of fixed assets drawn up using a standard form OS-2 approved by a directive of the Russian Federal State Statistics Service dated January 21, 2003. A goods pass may be issued on the grounds of an official memorandum signed by the head of the HSE subdivision and addressed to the Administrative Director of the premises. Goods passes are distributed, issued and stored by administrative directors of HSE premises. Used goods passes are kept for six months and then destroyed.

3.14.1. Removal/delivery of goods with oral consent only is prohibited.

3.14.2. Goods passes for removal/delivery of office equipment (computers, copiers, fax machines, etc.) and supplies, are signed by the IT Director or authorised persons.

3.15. Vehicle access to guarded HSE territories.

3.15.1. Vehicles belonging to HSE, its employees or leaseholders can enter or park on the HSE premises as per the lists approved by a deputy vice rector supervising the HSE Office of Transport Services. Individuals included into the list may receive an entry and parking pass. HSE Office of Transport Services distributes, issues and stores such passes.

3.15.2. Vehicles of executives and employees of governmental, legislative, federal state and executive authorities can enter the HSE if authorised by the Rector or Director for Security.

3.15.3. Cargo or passenger vehicles can enter the HSE premises if authorised by the Administrative Director of the premises; last name of the driver and the accompanying person must be recorded. Such vehicles can remain on the premises for loading or unloading for up to one hour.

3.15.4. A representative of the Operation and Maintenance Office or security service, and persons responsible for delivery or shipment of the goods must be present during the loading or unloading of the goods.

3.15.5. In case of accidents, disasters, fires and other emergency situations, special vehicles (fire engines, ambulances, police cars, etc.) can enter the guarded territory under supervision of a representative of the Operation and Maintenance Office or security service;



the last name of the team leader, number of people in the team, vehicle registration numbers must be recorded in the shift log.

3.15.6. Waste collection vehicles, snow removal vehicles and delivery vehicles delivering foods, furniture, office equipment, stationery under independent contractor agreements concluded with HSE can enter the HSE premises if the driver presents a delivery ticket and supporting documents (consignment notes).

#### 4. On-Site Control

4.1. Working time arrangements, classes and order on the HSE premises are governed by the HSE Internal Regulations. Employees and visitors may stay on the HSE premises from 8.00 to 23.00 every day except Sundays; to be allowed access at other times, they must submit a substantiated written request to the Administrative Director.

4.2. 24 hour access to the HSE premises is granted to the President, Rector, Academic Supervisor, members of the Rector's Council, administrative directors of the premises, employees on duty who have a special access category (during their shifts) and other individuals who have been issued with a right of access or authorised by HSE management.

4.3. Individuals with single-entry passes can remain on the HSE premises no longer than the period indicated on their pass.

4.4. Individuals disrupting public order on the HSE premises shall be handed over to law enforcement officers by security staff.

4.5. In order to ensure on-site control, the HSE Security Office shall

- draw up a list of restricted areas (server rooms, computer rooms, academic staff rooms, etc.);
- develop a special framework for guarding and controlling access to restricted areas (to be agreed with administrative directors responsible for the said areas).

4.6. Restricted areas shall be protected as prescribed by GOST R 51110 (adopted and enacted by the decree No.419 of the Federal Agency on Technical Regulating and Metrology dated December 23, 1997) and with due regard to requirements for burglar-resistant safes defined in GOST R 50862 (adopted and enacted by the decree No.69 of the Federal Agency on Technical Regulating and Metrology dated February 20, 1996).

4.7. Repairs and maintenance in the restricted areas are carried out with the agreement of the Administrative Director and head of the HSE subdivision responsible for the given restricted area.

4.8. Keys from restricted areas shall be stored in sealed containers at a security station or by HSE employees (dormitory supervisors and administrators, security receptionists) whose duties include their storage in a specially designated and equipped place on the HSE premises.

4.9. In emergency and out of hours, restricted areas may be accessed in the presence of security staff and a representative of the Operation and Maintenance Office; an emergency access statement (hereafter, the statement) is subsequently drawn up.

The statement must include the following information:

- full names of employees who were present during the emergency access to a restricted;
- grounds for emergency access to the restricted area;
- date and time of emergency access;
- positions and last names of persons who were allowed to the restricted area;
- security arrangements for the restricted area during this period;



- items of property (and their quantity) that were removed from the accessed area, and their current safekeeping arrangements;
- officials who had been informed of the incident;
- any other additional information.

The statement is signed by the employees who opened the restricted area.

Safes where confidential documents are stored shall be opened by employees responsible for their safekeeping.

#### 4.10. Ensuring human safety and safekeeping of property:

4.10.1. Students, employees and visitors must comply with the HSE Fire Safety Guidelines.

4.10.2. At the end of each working day, all areas must be checked for conformity with fire safety requirements and closed by employees responsible for their fire safety.

4.10.3. Keys are given out/collected at specially designated areas for key storage on the HSE premises. Duplicate keys are also stored there. Keys are collected and given out by HSE employees responsible for key storage and distribution, or (in HSE buildings where no such employee is available) by security staff upon a signature in a special Keys Log in accordance with the list approved by the Administrative Director of the premises.

4.10.4. If the key hasn't been returned, the security staff locks the room with a duplicate key and makes an entry to the effect in the Keys Log.

4.10.5. Keys from areas where valuables and special data are stored shall be returned by employees appointed by the head of the subdivision, in special containers sealed by the personal seal of the employee responsible for the area; returned keys shall be registered in the Keys Log.

4.10.6. Keys from emergency exits, attics, basements are given out upon a signature in a special Keys Log in accordance with the list approved by the Administrative Director of the premises and the Security Office.

4.10.7. Handover of the premises fitted with an alarm system takes place at security stations.

4.10.8. Access to the premises during emergency situations can be authorised only by the Administrative Director of the premises or the senior security officer on duty; the statement to the effect is drawn up and an entry is made into the Keys Log; after that, the premises are sealed by a seal of the security service.

#### 4.11. Counter-terrorism activities.

4.11.1. A specially appointed committee on emergency prevention and response shall regularly check the HSE premises to assess their resilience to terrorism and devise mechanisms for its improvement.

4.11.2. Twice a year the heads of HSE subdivisions are trained in emergency response (including response to terror threats) by employees of the Security Office supervised by the vice rector responsible for HSE security arrangements (head of the HSE civil defence).

4.11.3. Administrative directors shall keep copies of the following HSE bylaws:

- HSE Fire Safety Guidelines;
- Emergency Response Protocol for HSE Staff manual;
- these Regulations;
- Procedures for Access Control at the National Research University Higher School of Economics.



## 5. Security

5.1. Security is an array of administrative, technical and operational measures aimed at ensuring reliable protection of buildings, facilities, territories, persons present in the building or on the guarded territory, safekeeping of computers, communication tools, documents and other property.

5.2. Security network comprises security stations, security and fire alarms, video surveillance systems and SKUD, handover procedures for restricted and controlled areas, confidential documents, and security service shifts.

5.3. Direct access and on-site control on the HSE premises is executed by the security service.

5.4. The security service has the following tasks:

- reliable protection of HSE buildings, facilities and territories, ensuring on-site control and public order;
- access control and prevention of unauthorized access to the HSE premises;
- ensuring safety of persons present on the HSE premises in emergency situations (assault, terror attacks, accidents, fires, etc.);
- fire safety enforcement on the guarded premises and taking necessary action to try and extinguish the fire before the fire service arrives;
- monitoring automated security systems (security and fire alarm, voice warning systems, SKUD, etc.).

5.5. Security staff at all security stations shall perform their official duties while wearing the uniform.

5.6. Security staff shall grant access to the building only to those who present a valid document (HSE student ID card, doctoral (postdoctoral) student certificate, pass of a standard content and format stipulated by the relevant HSE bylaw). Template documents that grant the right of access are always kept at security stations.

5.7. Upon handing over restricted areas and their keys to security staff for protection (or employee whose duties include storing and handing out keys), a signature in a special Handover Log is made and a mandatory security alarm test is conducted.

5.8. Containers with keys from restricted areas handed over to the security service are given out by a security officer (or employee whose duties include storing and handing out keys) to persons authorised to open/close such areas who shall put their signature as a confirmation. The list of such persons is determined by the head of the relevant Operation and Maintenance Office.

5.9. If the security alarm goes off, the security staff shall check the premises.

5.10. An exterior inspection is conducted to check if the doors, locks and seal are intact and if there are any signs of unauthorised entry into restricted areas.

5.11. If any signs of unauthorised entry are discovered, the Administrative Director of the premises and the head of the Security and Operations Office shall be notified immediately.

5.12. If the perpetrator is found, he/she shall be detained in accordance with the procedures prescribed by the Russian legislation.

5.13. If smoke or fire is detected, city fire services and on-call service of the Fire Safety Office shall be notified, and steps shall be taken to extinguish the fire using primary fire-fighting equipment, evacuate everyone from the affected area and remove all valuable



property. If the alarm was false, the operation of the alarm system shall be restored and an entry to the effect shall be made in the Handover Log.

5.14. Should an emergency situation (assault, terror attack, accident, fire, etc.) arise on the HSE premises, the security staff shall notify local law-enforcement authorities, local office of the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters, HSE Director for Security, vice rector responsible for administrative and maintenance subdivisions.

5.15. Outside of the working hours, on weekends and public holidays, security officers work in accordance with a shift schedule and regularly check if the seals on doors of restricted areas are intact, maintain on-site control in the building and on the adjacent territory, and make the corresponding entries in the log.

5.16. A video surveillance system is put in place to monitor the HSE premises.

5.17. If a perpetrator is discovered, action shall be taken as prescribed by the Russian legislation.

## **6. Final Provisions**

6.1. Any matters relating to access and on-site control and not covered by these Regulations shall be settled by the security service on an ad-hoc basis or, if necessary, discussed with the administrative directors, head of the Security and Operations Office and HSE Director for Security.

6.2. Heads of HSE subdivisions shall ensure that employees of their subdivisions have read and understood the requirements put forth in these Regulations.

6.3. HSE Director for Security is liable for observance of these Regulations.

