

SECURITY GUIDELINES

It is mandatory for all those working in Express Towers to obtain an identity card to enter Express Towers. Please submit two passport size photographs with a request to the Chief Security Officer for this purpose mentioning whether the applicant is a Permanent Staff (**Blue Card** – Validity 1 year), or outsourced staff / third party (**Maroon Card** – Validity 6 months) or working as labour for a contractor (**Green Card** – Validity 3 months) with a licensee. Partners and Directors of the licensee firm will be issued Express Towers IDs with a sticker to use the parking floor lobby entrance.

1. ENTRY RESTRICTIONS

- 1.1 **Blue Card with Express Towers sticker** – Entry from either side of Parking Floor.

- 1.2 **Blue Card** – Entry from Ground Floor East or Ground Floor West only.

- 1.3 **Maroon Card** – Entry from Ground Floor East only.

- 1.4 **Green Card** – Entry from Parking Floor East only.

- 1.5 Visitors can enter from Ground Floor West (Trident Side) only.

- 1.6 Everyone entering the premises must display their ID cards.

- 1.7 ID will be checked at two locations (At the Entrance Gate and near the X-ray machine).

- 1.8 Security office must be intimated if someone has to enter Express Towers for maintenance work or is coming with cameras for interview etc.

- 1.9 No one is allowed to sleep in the building after office hours.

- 1.10 Old Identity Cards must be returned to Security after an employee leaves the company and also while renewing ID cards.

- 1.11 ₹ 200/- will be charged to issue duplicate IDcards.

- 1.12 Police Clearance Certificate is required for issue of ID cards to drivers.

2. MATERIAL ENTRY POLICY

- 2.1 All heavy material will be allowed to come in from the Fire Lane after 1900hrs. During the day, no heavy material will be allowed in or out of Express Towers.
- 2.2 Office material like stationery and water is allowed in between 0700-0830hrs, 1100-1230hrs, 1430-1600hrs and after 1900hrs. All material will be allowed to go up from the Parking Floor only.
- 2.3 On Saturdays, material movement is allowed after 1430hrs to Monday 0700hrs.
- 2.4 On Holidays, movement is allowed the whole day.
- 2.5 Any material going out of Express Towers needs to have an Express Towers Gate Pass. A specimen of the same can be collected from security office.

3. GENERAL POLICY

- 3.1 Express Towers is a no-smoking zone and nobody is permitted to smoke inside the building. **A fine of ₹ 500/- per person will be imposed if anyone is found smoking inside Express Towers.**
- 3.2 If a VIP guest is expected, please inform the security in advance.
- 3.3 No car without an Express Towers sticker can enter the parking area.
- 3.4 Overnight parking for any vehicle is prohibited.
- 3.5 Valet parking is available at owner's risk and without any liability to Express Towers Building Management.
- 3.6 Consumption of alcoholic beverages inside Express Towers is prohibited.
- 3.7 No one can enter Express Towers under the influence of liquor.
- 3.8 All licensees are expected to have 24 x 7 security personnel in their premises for renovation work.
- 3.9 The building has digital surveillance system that is operational 24 X 7.
- 3.10 If a Licensee does not have Security Personnel posted in the office after office hours, it is mandatory to deposit a set of office keys with Building Security to enable access to the premises in case of emergency.

In case of any query, please contact
Security Office (24*7) at 022 – 43414126 or write to us at admin@expresstowers.in