



Emergency Procedures & Clean Desk Policy Training Contents

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General Emergency Procedures (Evacuation)



- When you notice - call the local CSM or the local HR Manager.
- Go to the nearest emergency exit. Know your 2 closest exits.
 - IRIDE – according to areas
- Follow the instructions of the local ESPOCs.
- Go to the **Reunion Area** and stay there until the alerting is done and you are told to go back to the building.
 - IRIDE office – sidewalk in front of the building



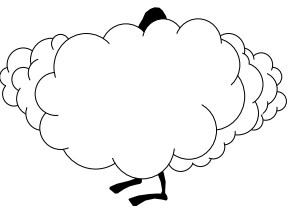
Fire Emergency



- Familiarize yourself with your area (emergency exits, fire extinguishers, ESPOCs).

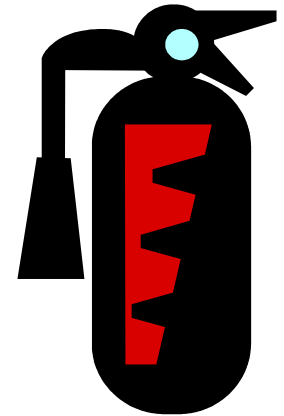


- Try to extinguish fire, **without putting your life in danger**
- Call local CSM or local HR Manager
- If there is smoke, keep your head as low as possible, as the smoke will go up.
- Follow the Emergency Evacuation Procedures.



PASS method for using the extinguisher

- **P** – Pull the pin
- **A** – Aim the nozzle (hose)
- **S** – Squeeze the handle
- **S** – Sweep from side to side at the base of the flame



Earthquake



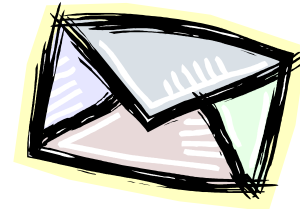
- **DON'T RUN** towards the stairs or elevator.
- Drop and cover yourself under your desk or a sturdy table in a fetus position.
- You may **leave** the building after the ESPOCs permit it.
- Proceed with the Emergency Procedures.



Bomb Threat & Suspicious Mail



- Written bomb threat or suspicious mail is preserved as evidence.



- A telephone bomb threat – try to get as many information as you can.
- Inform local CSM or HR Manager ASAP
- Give all information and evidence to the Police.



Visitors



- **Business** visitor only; family members cannot visit the office; please see ROI
- You are responsible for you visitors at all times.
- Sign for your visitor's entrance into the Company offices and for his leaving.
- Weekend rule: **no visitors** -please see ROI



Clean Desk & Clean Computer Policy (CD&CCP)



- At the end of the working day, clean your working station (for P&G related docs).
- Lock **every document** into your cabinets and cup boards (some people share)
- Use the **Private Job** setting for printing.



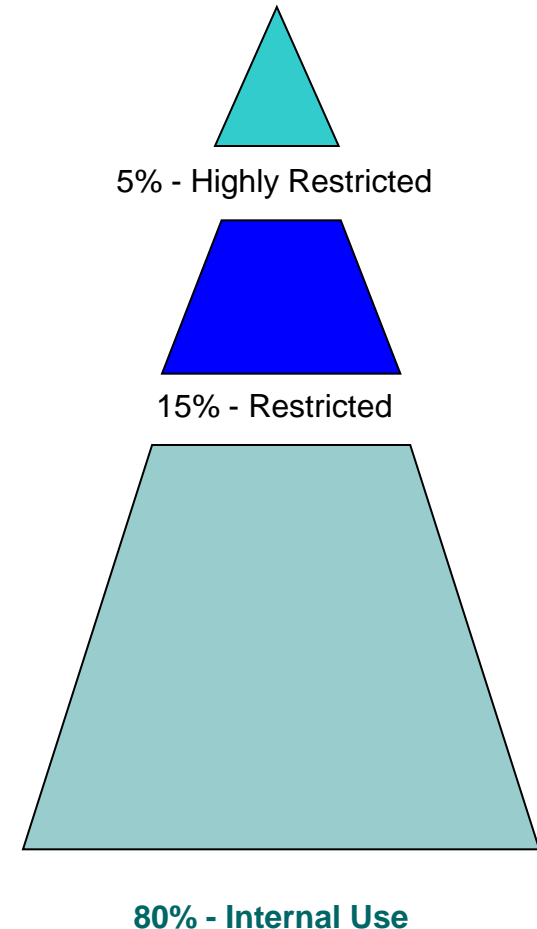
- **Clean computer** = only authorized software.



P&G Information Security

Internal Use (80%)

- **Business Value**
This information has limited business value. If disclosed, it would not, in and of itself, adversely affect P&G's financial or competitive position.
- **Access**
 - P&G: Access is limited to P&G employees.
 - Non-P&G: Access is limited to individuals who are approved and have signed Confidential Disclosure Agreements.
- **Examples**
 - Organization Charts
 - P&G Telephone Directory



P&G Information Security - ctnd

Restricted (15%)

○ **Business Value**

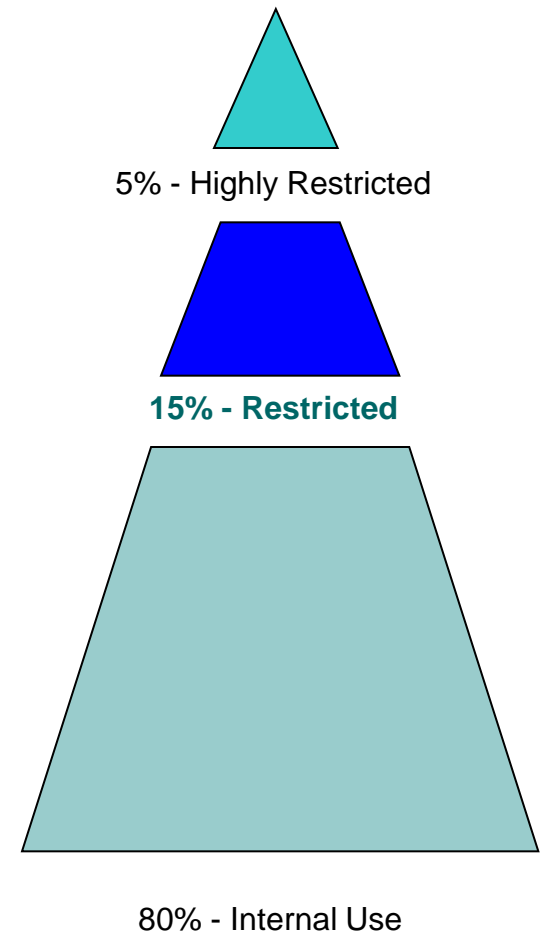
This information has significant business value. If disclosed, it could undermine the performance of an individual organization unit.

○ **Access**

- P&G: Access is based on a P&G employee's role.
- Non-P&G: Access is limited to individuals who are approved and have signed Confidential Disclosure Agreements.

○ **Examples**

- Brand Strategy Documents
- Accounts Receivable Information

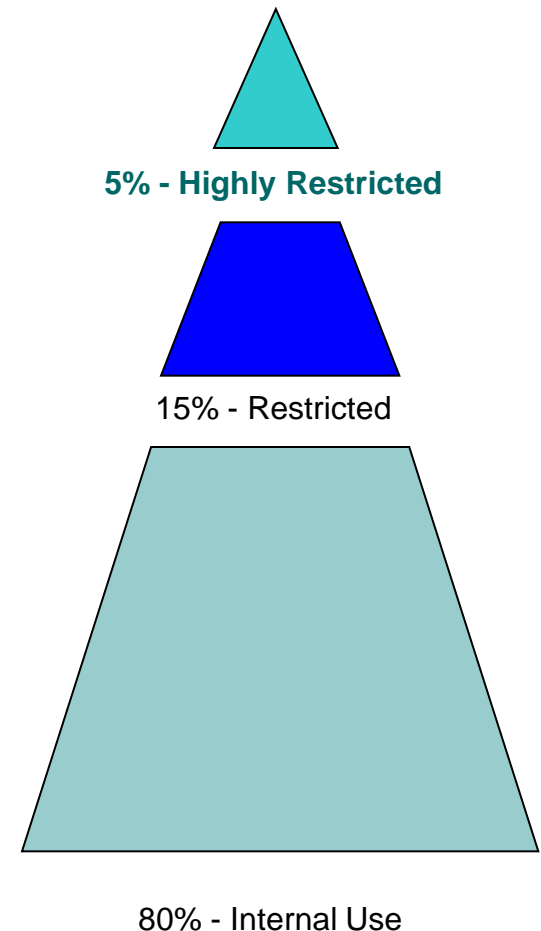


P&G Information Security - ctnd

Highly Restricted (5%)

- **Business Value**

Highly Restricted information has the greatest business value. If disclosed, it would undermine P&G's financial strength or allow a competitor to seriously damage P&G's competitive position.
- **Access**
 - P&G: Access is limited to specifically named, authorized P&G individuals.
 - Non-P&G: Access is limited to individuals who are approved and have signed Confidential Disclosure Agreements.
- **Examples**
 - Acquisition & Divestiture Information
 - New or Development Formula Cards

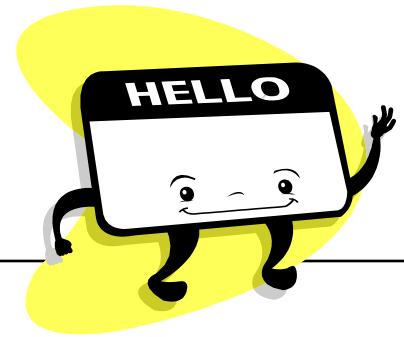




Bottom line – Information Security

- Protect business information because you own it as owner of the Company
- **Understand the sensitivity of information**, how to protect it, the capability to do so, and the expectation to demonstrate

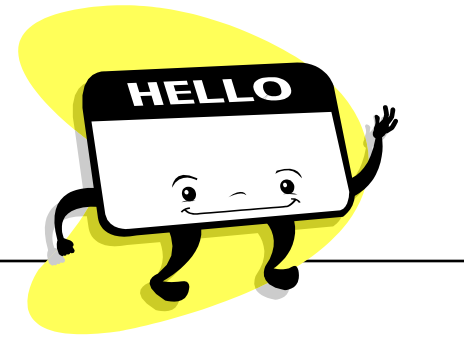
Access Security



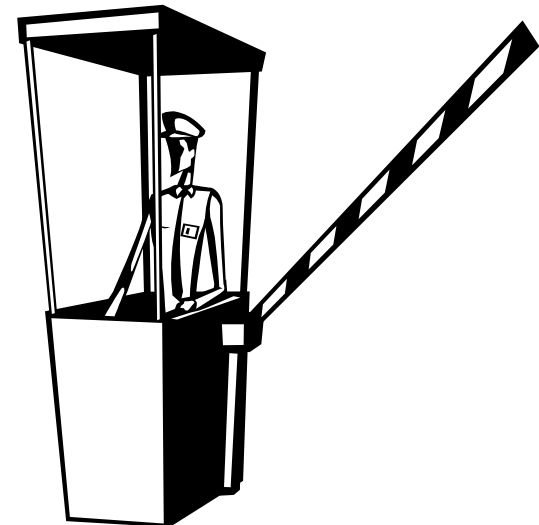
- **Always wear your employee ID.**
- Never allow anyone else to use your ID badge.
- Never allow anyone to enter the facility on your swipe ...
piggybacking is not allowed.



Access Security - ctnd



- **Everyone must either have a badge** to enter the facility or enter through a reception area.
- All those with **Visitor badges** must have **an escort** at all times.
- Approach those without badges.
- Approach visitors/guests without escorts.
- Report any outages you view to your Security Contact.



Camera/Video Permits

- The use of cameras/videos inside a P&G facility is permitted only at the approval of authorized personnel (CSM – JLL; SITE SERVICES, HR Manager – P&G)
- Any employee, contractor or visitor bringing a camera/video on site must obtain a camera pass
- Unauthorized use of photography on P&G sites is prohibited.
- This includes cellular telephones, PDA's, as well as other types of digital and non-digital photographic technology.



Security Do's



- Challenge anyone you see in your area that you don't recognize or doesn't have a badge
 - (i.e., Can I help you? Are you lost?)
- Be personally responsible for sensitive material
- Gently remind people who violate security principles
- Pay attention to **discussions outside of P&G**, especially during "smoking breaks" in the common areas
- Immediately shred your documents or take advantage of "Cleaning Days".
- Always report security related incidents.
- **Make P&G the hardest target for gaining competitive intelligence.**



Security Don'ts



- Don't leave sensitive information exposed on desk.

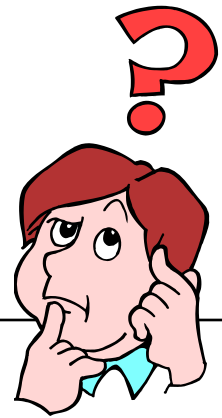


- Don't answer questions by phone unless you're sure of caller ID.

- Don't forget to either lock up your laptop computer or take it home with you in the evenings.



QUESTIONS?



Vielen
Dank

Gracias

Thank you for your
attention!


Grazie

Merci

Obrigado!