

## MISUSE OF SECURITY PASSES

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We would like to remind all EMA ID pass holders of their responsibilities in relation to their pass. Recently we have seen an increase in the misuse of ID passes and ask that all companies ensure that their staff are fully aware of the pass requirements at EMA. The following provides a reminder on some of the key areas of responsibility.

### Use of ID Pass for Personal Reasons

All ID passes must only be used in connection with your employment and not for any personal reasons. The ID pass should not be used to access any security area for personal reasons.

### Allowing Unauthorised Access

No ID pass holder should allow any other person or vehicle access to secure areas by either swiping them in or holding doors open for them. This includes secure areas such as car parks and landside back of house areas. Any person found allowing unauthorised access will have their pass immediately suspended whilst an investigation is carried out.

### Use of ID Pass for Fast Track

No person should use their ID pass to attempt to fast track either outbound security or inbound immigration processes. Authorised persons can use the fast tracks during working hours for per-agreed business purposes only.

### Access and Egress

Staff should use staff access and egress routes for business purposes only, and only where authorised to do so. These routes should not be used for personal reasons.

Anyone found to be in breach of any security protocol, including the above, will be subject to disciplinary measures which may result in the removal of their ID pass.

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