

Itarmi Site Conditions for Contractors

Global – Office & Industrial Sites

Purpose

This document defines the minimum site conditions, rules, and expectations applicable to all contractors, subcontractors, consultants, and third-party personnel ("Contractors") working at or visiting any site operated by or on behalf of the Client.

Compliance with these site conditions is mandatory and forms part of the contractual obligations when performing work on Client premises.

Scope

These site conditions apply to:

- Office environments
- Data centres and technical facilities
- Industrial, warehouse, and plant environments
- Temporary or shared premises

Additional site-specific rules may apply and will be communicated prior to or upon arrival.

Health, Safety & Environment (HSE)

Contractors shall:

- Comply with all applicable health, safety, and environmental laws and regulations
- Take reasonable care for their own safety and the safety of others
- Follow all site safety signage and instructions
- Use appropriate personal protective equipment (PPE) as required
- Report accidents, incidents, near-misses, or unsafe conditions immediately

Where required, Contractors must provide suitable Risk Assessments and Method Statements (RAMS) prior to commencement of work.

Fire Safety & Emergency Procedures

Contractors must familiarise themselves with:

- Fire alarm signals
- Emergency exits and evacuation routes
- Assembly (muster) points
- Emergency contact procedures

In the event of an alarm, all work must cease immediately and evacuation procedures must be followed.

Access, Security & Identification

Contractors shall:

- Sign in and out in accordance with site procedures
- Wear identification badges where issued
- Remain within authorised areas only
- Be escorted where required



- Not share access cards, keys, or credentials

Any loss of access cards or keys must be reported immediately.

Behaviour & Conduct

Contractors are expected to conduct themselves in a professional and respectful manner at all times. This includes:

- Compliance with site codes of conduct
- No harassment, discrimination, or abusive behaviour
- Appropriate dress suitable for the environment
- No unauthorised photography or recording

Smoking, vaping, alcohol, and drug use are prohibited except in designated areas where explicitly permitted.

Tools, Equipment & Work Controls

Contractors must ensure that:

- All tools and equipment are fit for purpose and safe to use
- Electrical equipment is appropriately tested and certified
- Work activities are carried out competently and safely

Certain activities may require a Permit to Work, including but not limited to:

- Electrical work
- Hot works
- Working at height
- Confined space entry

Information Security & Confidentiality

Contractors shall comply with all information security requirements, including:

- Protecting confidential and sensitive information
- Not connecting unauthorised devices to Client networks
- Following clean desk and clear screen principles
- Not removing Client information or assets without permission

Photography, video recording, or data capture is prohibited unless explicitly authorised.

Data Protection

Where Contractors may access personal or confidential data, they must comply with applicable data protection legislation and Client data handling requirements. Any suspected data breach must be reported immediately.

Environmental Controls

Contractors must:

- Dispose of waste responsibly and in designated areas
- Prevent spills, leaks, and environmental contamination
- Minimise noise, dust, and disruption

Hazardous materials must be handled and disposed of in accordance with regulations.

Incident Reporting

All incidents, accidents, near-misses, security events, or unsafe conditions must be reported immediately to the Client's site representative.



Right to stop work

The Client reserves the right to stop any work deemed unsafe, non-compliant, or in breach of these site conditions.

Compliance & Acknowledgement

Failure to comply with these site conditions may result in removal from site and potential termination of contract.

By attending site, Contractors confirm that they have read, understood, and agree to comply with these Site Conditions for Contractors.

Acknowledgement

Digital acceptance of terms. By registering for or using the Podion App, you acknowledge and agree that your digital acceptance constitutes your binding agreement to these conditions.