

Policy Area	HSE		
Title of Policy	ACCESS CONTROL POLICY		
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Version	1.0		
Policy Owners	All Staff of BEDC		
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Effective Date			
Approve By	<i>Role</i>	<i>Name</i>	<i>Signature/Date</i>
	MD/CEO	Dr. Henry Ajagbawa	
	Board of Directors		

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Benin Electricity Distribution Company (BEDC) shall take every reasonable step to develop and implement effective physical access control and security systems procedures in order to facilitate safety, and instill a culture of security throughout its offices, business units and operational areas.

Physical structures provide access controls and security safeguards to BEDC facilities. Physical access must be granted, managed and monitored to protect BEDC facilities from unauthorized entry, vandalism and security threats.

To achieve this objective:

- Physical access privileges to all BEDC facilities must be documented and managed by appropriate security personnel;
- All facilities that house power distribution infrastructure must be physically protected in proportion to the importance of their function;
- Access to restricted facilities will be granted only to BEDC staff and contractors whose job responsibilities require access to that facility;
- All facilities housing BEDC infrastructure must be kept locked when not occupied by an authorized person;
- Secured access devices (e.g. access cards, keys, combinations, etc.) must not be shared with unauthorized users;
- Visitors and contractors must be escorted and monitored while in restricted network facilities.

Management shall review this policy on an annual basis during the management review and will inform all employees if and when changes are brought about.