

ALBA PASS GUIDELINE



SECURITY OPERATIONS MANAGEMENT POLICY

Date: 06 November 2024

Aluminium Bahrain B.S.C. (Alba) is committed to continuously improve security in and around its facilities. This Policy is designed to protect people, properties, operations, and the working environment against potential security risks and threats. Alba Management will:

1. Establish a management framework to develop and foster a positive security culture.
2. Adhere to applicable legal standards and voluntary commit to international best practices, exceeding local regulatory standards where necessary.
3. Design a Security Operations Management System that adopts continual improvement through regular monitoring, reviewing and auditing.
4. Respect Human Rights principles in engagements with stakeholders and abstain from activities that might encourage human rights abuse.
5. Commit to avoiding, preventing, and reducing the likelihood and consequences of disruptive or undesirable events within Alba's jurisdiction.
6. Provide necessary resources to control security-related situations impartially in accordance with Alba's Code of Conduct, legal compliances, and security best practices.
7. Communicate this Policy and make it available, accessible to all stakeholders and interested parties.



Ali Al Baqali
Chief Executive Officer

ALBA'S SAFETY PRINCIPLES



Ownership of **SAFETY** and **ENVIRONMENT** is everyone's responsibility



Working Safely as **ONE TEAM** is a condition of employment

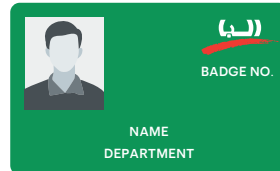
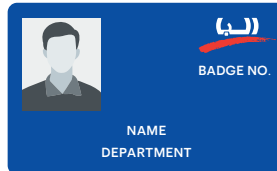


All work related injuries & illnesses are **PREVENTABLE**



BADGES

- Always use your badge visibly when entering and leaving Alba premises.
- Return your badge to the security team when you are no longer an active employee/contractor worker.
- Report lost or stolen badges to the Security team immediately.
- Never lend your badge to anyone, this is strictly prohibited.



DRESS CODE

All employees are expected to maintain a neat and well-groomed appearance throughout the week. Business professional attire, including official local dress, business casual, and uniforms, is required on all workdays. Casual attire is only permitted on Thursdays. Please avoid wearing clothing with offensive images or logos.

Refer to the illustration below for examples of suitable work attire.



Expected on all days





Permissible on Thursdays

MATERIAL ACCESS DECLARATION

To issue material gate pass permit:

- Contact your departments' representatives.
- Declare all materials to Alba Security before entering or leaving the premises.
- Present the gate pass permit to security personnel.
- Ensure the gate pass includes a full description of items, serial numbers, material codes, photo of each item, and accurate quantities.


PASS-OUT AUTHORITY


Person No

Transporter


Vehicle

Contact Number

Authorized By

Destination

Requested By

Items	Description	Quantity	Unit	Returnable	Remarks	Photo
	Send hydraulic pump for arcade press with Grip etc. for repair and will return back to Alba.	2.00	EA	Yes	Will return back to Alba after repair.	

Gatepass Information

Status

Approved (Level 1) Approved

Creation Date

07/10/2024

Creation Time

11:36:35

Security

Name

Date



Time

Approver Details: Approved by

Page 1 of 1

LAPTOP GATE PASS PROCEDURE

- Obtain laptop gate pass approval prior to entering or leaving Alba premises.
- Contact your department secretary to issue the laptop gate pass.
- Present the approved laptop gate pass to Alba Security personnel at entry/exit points.


SHE DEPARTMENT / SECURITY
LAPTOP GATE PASS


Name

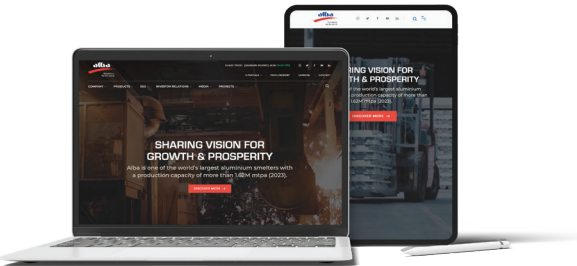
Company

Badge No

Brand

S.No

Expiry



TRAFFIC RULES



Wear your seatbelt



Stop at "STOP" signs



Abide by traffic lights



Apply handbrake when parking



Don't use mobile phone while driving



Never overtake other vehicles



Park correctly at designated areas



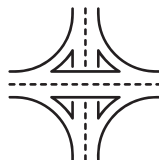
Turn off the vehicle's engine when it is unattended



Use pedestrian lanes for crossing



Adhere to roads' speed limits



Don't enter any junction until it's clear



Ensure that you carry a valid driving license

USAGE OF FIRE EXTINGUISHERS

Type	Class A	Class B	Class C	Class D	Electrical
Fire Extinguisher ▼	Combustible Materials (e.g. Paper and Wood)	Flammable Liquids (e.g. Paint and Petrol)	Flammable Gases (e.g. Butane and Methane)	Flammable Metals (e.g. Lithium and Potassium)	Electrical Equipment (e.g. Computers and Generators)
Water	✓	X	X	X	X
Foam	✓	✓	X	X	X
Dry Powder	✓	✓	✓	✓	✓
CO ₂	X	✓	X	X	✓

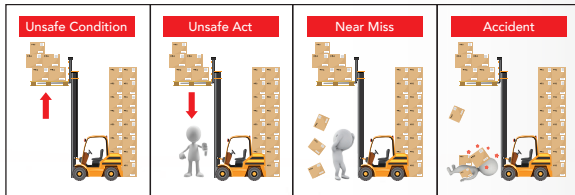
- Evacuate the building using nearest emergency exit
- Proceed to the fire assembly point
- Activate the manual call point
- Call Alba emergency number 1783 3333 and provide the necessary details
- Extinguish the fire (only if you're trained to do so)
- Do not re-enter the building for any reason until authorised to do so

NEAR MISS AND ACCIDENT REPORTING

It is important to report all near misses and accidents promptly.

- Report any near miss/accident to the area supervisor immediately.
- In the event of an accident, stop all activities and preserve the scene.
- All accidents will be investigated to prevent recurrence.

The illustrations below clarify the difference between near misses and accidents:



DEALING WITH EMERGENCIES OR INCIDENTS

- For emergencies: Dial 1783 3333
- For incidents requiring Fire & Security Team: Dial 1783 3555
- When reporting, provide:
 - Your Name, Company, CPR/Badge number and Telephone/Mobile number
 - Incident location
 - Type of emergency (Security, Fire, Injury/Sickness, Traffic) or assistance required
 - Number of casualties, if any
- Guide emergency vehicle to the incident's scene.
- Remain visible and maintain clear communication.





f   
@Alba4world

 @Aluminium-Bahrain
www.albasmelter.com