

### **On Premises Guidelines**

Supplier will ensure that Supplier Personnel assigned to work on TTS's premises will comply with these guidelines.

#### **1. Access to Premises**

- (a) Supplier shall comply with TTS's Child Protection Guidelines for Suppliers and as part of TTS safeguarding measures:
- (i) to the extent permitted by local law, ensure that each Supplier Personnel participates in a pre-employment criminal background check covering all places at which the person was employed or where the person has resided for the past seven years (or longer as required by law) and inform TTS of any negative findings;
  - (ii) for Supplier Personnel who are on TTS's premises and are unaccompanied by TTS Personnel, ensure that each Supplier Personnel completes two reference checks and a self-declaration form prescribed by TTS. If deemed necessary, TTS may also request the Supplier to use TTS' prescribed form for the reference checks.

TTS's Child Protection Guidelines for Suppliers, a sample of TTS's prescribed reference check and declaration form are published on TTS website, under Suppliers' Terms and Conditions ([www.tts.edu.sg/welcome/policies](http://www.tts.edu.sg/welcome/policies)). Any Supplier Personnel who has not had these reference checks and complete the self-declaration form shall not be permitted to work on TTS premises. Supplier shall produce evidence of these checks and provide TTS access to sight the completed declaration forms if required by TTS;

- (b) Supplier shall maintain a current and complete list of the Supplier Personnel's names and personal identification numbers (including passport numbers, employment pass numbers and work permit numbers as the case may be);
- (c) Supplier shall obtain for each Supplier Personnel a valid identification badge from TTS and ensure that it is displayed prominently for purposes of gaining access to and while on TTS's premises;
- (d) Supplier ensure that each Supplier Personnel with regular access to TTS's premises complies with all parking restrictions and with vehicle registration requirements if any;
- (g) Supplier shall notify TTS immediately upon completion or termination of any employee-assignment and return TTS's identification badge. Upon TTS's request, Supplier will provide documentation to verify compliance with this Subsection.
- (f) If requested by TTS, Supplier remove a Supplier Personnel from TTS's premises and not reassign such person to work on TTS's premises (TTS shall not be required to provide a reason for such request).



## 2. General Business Activity Restrictions

Supplier will ensure that Supplier Personnel assigned to work on TTS's premises:

- (a) will not conduct any non-TTS related business activities (such as interviews, hirings, dismissals or personal solicitations) on TTS's premises;
- (b) will not conduct Supplier's Personnel training on TTS's premises, except for on-the-job training;
- (c) will not attempt to participate in TTS benefit plans or activities;
- (d) will not send or receive non-TTS related mail through TTS's mail systems; and
- (e) will not sell, advertise or market any products or distribute printed, written or graphic materials on TTS's premises without TTS's written permission.

## 3. TTS's Safety and Security Guidelines

- (a) The Supplier shall provide a Work Risks Assessment in relation to the work which the Supplier will be performing under this Agreement in accordance with the Workplace Safety and Health Act (Cap. 354A) and all regulations thereunder and shall also provide TTS with a method statement. The Work Risks Assessment and method statement shall be submitted to TTS before work commences.
- (b) Supplier will ensure that each of the Supplier Personnel assigned to work on TTS's premises:
  - (i) will not bring weapons of any kind onto TTS's premises;
  - (ii) will not manufacture, sell, distribute, possess, use or be under the influence of controlled substances (for nonmedical reasons) or alcoholic beverages while on TTS's premises;
  - (iii) will not have in his or her possession hazardous materials of any kind on TTS's premises without TTS's authorization;
  - (iv) acknowledge that all persons, property, and vehicles entering or leaving TTS's premises are subject to search; and
  - (v) will remain in authorized areas only (limited to the work locations, cafeterias, rest rooms and, in the event of a medical emergency, TTS's medical facilities). Supplier will promptly notify TTS of any accident or security incidents involving loss of or misuse or damage to TTS's intellectual or physical assets; physical altercations; assaults; or harassment and provide TTS with a copy of any accident or incident report involving the above. Supplier must coordinate with TTS on access to TTS's premises during non-regular working hours.

- (c) The Supplier shall be responsible for safety at work and shall maintain a safe system of work at all times including all tools, equipment and applications in accordance with all applicable laws and regulations. In addition, the Supplier shall ensure that all its employees (including temporary workers), sub-contractors and agents comply with any and all applicable safety rules and regulations that may be imposed by law or any relevant authorities or under TTS's internal rules and regulations from time to time, whether or not set out or referred to in this Agreement.

#### 4. Asset Control

In the event any Supplier Personnel has access to information, information assets, supplies or other property, including property owned by third parties but provided to Supplier Personnel by TTS ("TTS Assets"), the Supplier shall ensure that such Supplier Personnel:

- (a) will not remove TTS Assets from TTS's premises without TTS's authorization;
- (b) will use TTS Assets only for the purposes that the TTS Assets were provided to the Supplier for;
- (c) will only connect with, interact with or use programs, tools or routines that TTS agrees are required;
- (d) will not share or disclose user identifiers, passwords, cipher keys or computer dial port telephone numbers relating to TTS; and which are deemed to be confidential by TTS, will not copy, disclose or leave such assets unsecured or unattended. TTS may periodically audit Supplier's data residing on TTS Assets.

#### 5. Supervision of Supplier Personnel

Supplier will provide management direction to its Supplier Personnel at no additional cost to TTS. The person Supplier designates to provide such personnel management shall have full supervisory authority over all day-to-day employment relationship decisions relating to Supplier Personnel, including those decisions relating to: wages, hours, terms and conditions of employment, hiring, discipline, performance evaluations, termination, counselling and scheduling. Supplier's designee responsible for each work location will be responsible to know that work location's planned holiday (and other closing) schedules and the impacts all such schedules have on Supplier Personnel. Supplier will conduct orientation sessions with its Personnel before placement on an assignment with TTS, during which orientation such Personnel will be told who is responsible for enforcement of this Subsection and how that person can be contacted. Supplier will, from time to time, ensure that all of its Personnel working under this Agreement continue to be aware of this information.