

Deutsche Telekom AG

Group Business Security

Security regulations for building and property security of Deutsche Telekom AG and its subsidiaries for contractors and their employees/agents.

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Foreword

The security of systems and applications is a highly critical competitive factor. This is a major priority at Deutsche Telekom. Pre-emptive security measures guarantee that customers will have the maximum trust in our company's products and services. In a modern information society, government, business and citizens benefit equally from the advantages of information and communication technologies. However, as these technologies spread into all areas of life, new kinds of threats also emerge. Ever more areas of social life can only function if information and communication technology operates securely and reliably. If our society increasingly depends on the operation of the information technology that supports it, care has to be taken and suitable steps implemented to ensure that this technology is indeed securely and reliably available. Suitable solutions therefore need to be found to minimize risks and dangers.

Central Security Management

As a regulating body, Central Security Management defines security requirements and verifies their implementation.

Central Security Management advises and supports the security organizations of the business units in selecting and designing protection measures, and hold audits to guarantee compliance with existing security requirements.

1 Introduction

This attachment describes the relevant security regulations for building and property security of Deutsche Telekom AG and its subsidiaries - hereinafter referred to as "Customer".

The Contractor undertakes to comply with these regulations on behalf of its employees and agents/subcontractors - hereinafter referred to as "Contractor".

2 General provisions

Contract-specific provisions are described in the respective assignment to the Contractor. The Customer prohibits the Contractor to undertake any additional activities without prior consent (e.g. unauthorized access/use of network interfaces, hardware and software, etc.).

Photography and filming are generally prohibited in all Deutsche Telekom buildings. Should exceptional approval be granted, the Contractor must carry this with him at all times.

Smoking is generally prohibited in all Deutsche Telekom buildings.

Prohibition and instruction signs must be strictly complied with.

Unusual incidents or damage occurring to buildings, objects or infrastructure are to be immediately reported to the Customer's relevant contact person or the STRABAG-PFS service hotline at the nationwide call number 0800 3304040.

Telephone equipment from Deutsche Telekom may only be used by the Contractor for carrying out the specific assignment.

3 Confidentiality

The Contractor is obliged to comply with the contractually stipulated provisions of the Deutsche Telekom Group.

4 ID badges

ID badges must be worn in areas of buildings used by Deutsche Telekom that are not open to the public. Areas not open to the public are spaces or rooms and the corresponding circulation and secondary areas used in internal business operations. ID badges are issued to specific individuals and are not transferable. More detailed regulations shall be defined by the Customer with regard to the assignment in question.

5 Access

Access to areas of buildings used by Deutsche Telekom that are not open to the public for the purpose of carrying out work is only permitted by arrangement with the Customer.

The Contractor shall ensure that his conduct does not enable unauthorized persons to access areas of buildings used by Deutsche Telekom that are not open to the public.

6 Access devices and ID badges

Access devices and ID badges are to be distributed by the company owner or their representatives to specific individuals and are not transferable.

The agent undertakes to use the access device to properties/rooms exclusively for the purpose of carrying out the order.

The Contractor shall sign to confirm to the Customer or to the office issuing the access device that the device has been issued or returned.

The access device issued must not be openly labeled to indicate its purpose.

Access devices and ID badges must not be left lying around or in vehicles.

The Customer is to be notified immediately if access devices or ID badges are lost or misplaced.

The Contractor shall verifiably return to the Customer any access device issued immediately upon completion of the assignment concluded with the Customer, without an additional request being required.

The Contractor is liable to the Customer for losses that can be proven to arise or originate from infringements or the loss of access devices.

Without proof of loss incurred, the Customer is authorized to retain or request damages in the amount of €1000 per unreturned mechanical access device, €5000 per master key or €200 per unreturned electronic access device. The Customer reserves the right to make claims for losses incurred in excess of the access device.

The Customer reserves the right to issue the access devices in exchange for a bank guarantee.

7 Conduct in rooms

Doors are only permitted to be opened for immediate use; "propping the door open" is prohibited.

If electronically secured doors are left open for more than 45 seconds, an acoustic signal sounds which may be turned off by immediately closing the door in question. If this signal is ignored, an alarm is triggered that may be subject to a charge! The Contractor shall bear the costs of a false alarm caused by a Contractor by keeping doors open for more than 45 seconds. The Customer shall be entitled to bill the Contractor for these costs.

All doors and windows shall be closed when leaving the building/room. If any Deutsche Telekom employees or other contractors are present, this shall be done by agreement.

8 Fire protection

Available fire alarm and notification equipment shall be activated when required.

Available fire extinguishers and non-automatic fire-fighting systems shall be effectively employed in the event of a fire.

Escape and rescue routes as well as hallways, staircases and exits must remain unobstructed at all times; they should never be used for storage or for placement of objects or materials.

Additional fire loads through Contractor activities in technical rooms shall be avoided. Boxes, flammable waste, etc. shall be removed from rooms at the end of every working day.

Editorial information

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