



# SECURITY REGULATIONS CONTRACTORS

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## Synopsis

This document sets out regulations concerning physical security at Deutsche Telekom AG and its subsidiaries for contractors and their employees/agents.

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# 1 INTRODUCTION

This document describes the relevant regulations for physical security at Deutsche Telekom AG and its subsidiaries in Germany – hereinafter referred to as the "Customer."

The Contractor undertakes to comply with the following security regulations on behalf of its employees and agents/subcontractors – hereinafter referred to as the "Contractor."

## 2 GENERAL PROVISIONS

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

As a rule, all individuals in areas containing technical operations must behave in such a way that operations are neither placed at risk nor restricted unnecessarily.

Contractors are not permitted to take photographs or film in any Deutsche Telekom buildings as a rule. 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 facility service provider hotline on the nationwide 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 REQUIREMENT TO WEAR ID

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. More detailed regulations shall be defined by the Customer in the assignment in question.

## 5 ACCESS REGULATIONS

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 its 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.

If the Contractor requires access devices (e.g., keys or code cards) in order to perform the service, these shall be handed over by the Customer in the required quantity and the Contractor must sign a receipt. The Customer reserves the right to issue the means of access only upon presentation of a guarantee.

The access devices 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 Contractor shall ensure that

- the access devices made available are carefully stored and used only for the fulfillment of the contract;
- a corresponding proof of access devices is kept;
- no duplicates or copies are made of the access devices;
- the access devices are returned at the latest when the final measurement is made, or the last final measurement in the case of framework agreements, and
- the loss of an access device is immediately reported in writing to the issuing office of the Customer.

In addition, the Contractor must carry out an annual stock-take of all access devices accepted and notify the Customer of the result in writing.

The Customer is entitled to demand or retain a contractual penalty of 150.00 euros for each individual case of lost access devices for each means of access not returned. In addition, the Customer reserves the right to claim damages in excess of this amount in addition to the contractual penalty for each case of lost access devices.

The claim for damages includes, in particular, the time spent by the Customer to rectify the damage, such as the administrative effort required to report the loss of the means of access, to block the locking authorizations in systems, to procure new means of access including their issue, and the risk analysis (in the case of higher-value keys).

If the Contractor is of the opinion that the claim for damages asserted is too high in relation to the damage actually incurred or that no damage has occurred, it shall be at liberty to prove that no or less damage has been incurred. In the event of its forfeiture, the contractual penalty shall be offset against a claim for damages.

## 7 CONDUCT IN ROOMS

Doors may only be opened for immediate use; "propping the door open" shall be 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 SAFETY**

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.