

Rules of Conduct while on FBI Property (04/28/2016)

- 1) **All Construction Personnel:** Must be preapproved by CSO Charles Klapper or ACSO Eric Saffell.
 - a. **Parking:** See your General Contractor.
 - b. **Restrooms:** Portable restroom facility provided by General Contractor.
- 2) **Security trailer:** All workers will enter through security trailer. Workers will submit their driver's license and receive an "Escort Required" badge. The badge will be worn on the outer garment, above the waist, and must be visible at all times while on site.
 - a. **Escorts:** Workers will be escorted to-and-from the construction area. Once in the construction area, escorts will monitor entrances and exits and will stay clear of construction operations and hazards at all times. Any worker leaving the construction area must be escorted until outside of all FBI secured areas.
- 3) **Prohibited items:** Individuals possessing prohibited items or persons involved in threats or assaults are subject to immediate removal, detention, and/or arrest.
 - a. **Prohibited items include, but are not limited to:** Firearms or other weapons, alcoholic beverages, drugs or drug paraphernalia, and explosive devices (not required for construction).
 - b. **Marijuana (including medical marijuana):** Is considered an *illegal* controlled substance under Federal law (21 CFR 1308.11(23)).
- 4) **Electronic Devices/Cell Phones/Photography:** NO personal electronic devices of any kind are allowed in FBI controlled space (i.e. cell phones, cameras, computers, laptops, thumb drives, etc.) unless approved by CSO Charles Klapper or ACSO Eric Saffell. Photography is NOT allowed with any device; however, if photographs are needed for the construction project, contact CSO Charles Klapper or ACSO Eric Saffell.
- 5) **Equipment security:** The FBI is not responsible for the security of contractor equipment at the construction site. It is the responsibility of the GC and subcontractors to ensure all valuable equipment is secured in a locked box, room, or safe. All incidents of theft shall immediately be reported to CSO Charles Klapper or ACSO Eric Saffell.
- 6) **Material Mobilization:** If necessary, construction materials for office space may be moved to the work areas via the freight elevator (max 4500 lbs.).
- 7) **Disorderly Conduct:** May result in dismissal from the property.
 - a. **Sexual Harassment:** Will not be tolerated.
 - b. **Noise:** Voices must be kept to a reasonable level and of respectable content (no profanity).
 - c. **Clothing:** Clothing bearing sexually suggestive, drug, or alcohol related advertisements are not allowed.
- 8) **Unannounced inspections:** The FBI reserves the right to inspect all persons, property, and vehicles entering or exiting government space without prior notice.
- 9) **Deliveries and pick-ups:** Construction deliveries are to be coordinated through the FBI and scheduled only between the hours of 8:30 a.m. – 4:30p.m. Monday – Friday, excluding Federal holidays.
- 10) **FBI Working Hours:** 8:30 a.m. – 4:30 p.m., Monday-Friday. The FBI office is closed on Federal holidays.
- 11) **Questions:** May be directed to CSO Charles Klapper, ACSO Eric Saffell, AO Leider, or AS Yee.