

Security, Fire and Safety Regulations for World Bank Group Contract Employees

1. General

The following procedures apply only to employees of contractors who are required to display a World Bank Group (Contractor Identification Card, unless otherwise noted), while they are in Bank-owned or leased space.

- These procedures include all employees of contractors, but not consultants, working under contracts administered by the Bank, whose primary place of work is in Bank-owned or leased space or who routinely need access to Bank space to provide the contracted services.
- These procedures do not apply to employees of agencies that maintain offices in the Bank which provide personalized direct service to the Bank staff, e.g., credit union, travel office, insurance office, etc.
- Procedures do not apply to those on-site or visiting off-site account managers who are issued a Building Pass or a Visitor Pass. Bank-issued Contractor Identification Cards may be issued to the on-site Project Managers upon written request by the Bank Project Manager (PM) who has primary responsibility for contract supervision. Hereinafter, unless otherwise stated, "contract employees" means those issued a Bank Group Contractor Identification Card or a Building Pass as is the case with some contract employees.

2. Procedures for Applying for Bank Contract Badges

- Bank Group Contractor Identification Cards and Building Passes are Bank property. The Bank's ID Office Card Unit processes applications for Identification Cards for each new employee when a contractor's on-site project manager submits a signed application which is accompanied by a pre-employment records check obtained from the jurisdiction in which the employee resides.
- Contract employees will make application for their Bank Group Contractor Identification or Building Pass immediately upon being employed. They will be issued Building Passes for the first five working days. If there is a problem noted in the pre-employment records check, this fact will be reported to Security for resolution.
- The Bank Group reserves the right to reject the application of any contract employee.
- Each contract employee permitted to work in Bank space is authorized one Bank Group Contractor Identification Card or Building Pass. If the contract employee concerned changes employers, a new Bank Group Contractor Identification Card or Building Pass will be issued. The new employer or on-site project manager must submit a signed application accompanied by a pre-employment records check for the employee's new identification card. If the original card is lost or stolen, a replacement may be issued with a charge to the employee.

- When Bank-initiated requirements necessitate a response that will not allow the contractor time to obtain a police records check on an employee, the Bank manager responsible for contract oversight will request a waiver from Security to allow the contract employee access to the Bank.
- Individuals who work on a short-term basis, e.g., less than five days, are issued a Building Pass or a Visitor Pass and need not meet the requirements for the Bank Group Contractor Identification Card. However, they will comply with all other applicable provisions of these regulations.

3. Entrance and Exit Procedures

- a. Upon arrival for work, contract employees must enter Bank Group premises through the contractor entrances (Badge Offices) in the MC, F, or I Buildings and must exit through the same Badge Office at the end of their work day. Contract employees who are paid an hourly wage must sign and clock in and out when they arrive for and depart from work at the Bank. All other contract employees must sign in and out. The hours of operation of the Badge Offices are as follow:

MC 5:00 a.m. to 12:30 a.m., Monday through Friday
5:30 a.m. to 8:30 a.m. & 2:30 p.m. to 4:30 pm., Saturday
Closed Sundays and Holidays

F 5:00 a.m. to 11:30 p.m., Monday through Friday
7:00 a.m. to 8:00 a.m., & 3:00 p.m. to 4:00 p.m., Saturday and Sunday
Closed Holidays

I 5:00 a.m. to midnight, Monday through Friday
Closed Weekends and Holidays

Agency Temporaries and other holders of Building Passes may use any lobby for access to their assigned work areas.

- b. Any on-site project manager who expects his employees to work beyond their normal working hours or who schedules work on weekends or holidays will notify Security, in writing, giving the work areas and schedules. If the work involves access to restricted areas, at least one workday advance notice is required. Agency Temporaries who will need access after normal working hours must also ensure that their request is approved by the appropriate Agency Temporary Coordinator.
- c. Contract employees may not sign and/or clock in or out for other persons.
- d. While on Bank property, contract employees must clearly display on their person, above the waist and on the outer garment, a Bank Group Contractor Identification Card to ensure proper authorization to be in the Bank after they sign and/or clock in. Contract employees, upon their departure at the end of the work day, must turn in their Bank Group Contractor Identification Cards at the Badge Office where they checked-in. Agency Temporary personnel and other holders of Building Passes must present the pass with a matching photographic Identification, e.g., current driver's license, when entering the Bank.
- e. Contract employees who have official business in other Bank buildings may access those buildings by using their Bank Group Contractor Identification Card at any open public or contractor entrance.

- f. Generally, contract personnel are not allowed to park their vehicles in Bank-owned garages. Those who are allowed to park on bank premises do so with the understanding that their vehicles are routinely subject to search by Security personnel.
- g. Contract employees will not bring privately-owned radios, calculators, recorders, pagers/beepers, cellular telephones, or similar personal belongings into the Bank. These types of items will not be left unattended in the Badge Office or left with the Security Officer at the Badge Office for safekeeping.
- h. Contract employees are not permitted to have visitors, other than those directly related to their official work, at the Bank. Contract employees will not go to other buildings or to places within their assigned building to visit or socialize.
- i. All contract employees, as they leave Bank buildings, must submit all packages and other containers for security inspection. They may not remove any property from Bank premises, except property readily identifiable as their own personal property, unless they have a valid Bank Property pass and present it to the Security Officer on-duty.
- j. When contract employees sign/or clock out at the MC, F, or I Badge Offices, they must pass through an archway metal detector similar to that used in airports. In doing so, they must remove all metal items carried on their person and place them in a tray before they step through the archway.
- k. A contract employee may be employed by only one contractor at the Bank.

4. Security Procedures Within World Bank Space

- a. Contract employees may not enter any buildings or offices other than those in which they have official business.
- b. Contract employees may not use any Bank-owned or leased property unless they are required to do so to perform their duties. This restriction includes desks, papers and other items thereon, chairs, cabinets, computers, telephones, typewriters, calculators, other office equipment, magazines, newspapers, artworks, plants, and foodstuffs. Contract employees who observe other contract employees in an area where they do not belong should contact the Security Operations Center, ext. 84489.
- c. Contract employees are permitted to take work breaks only in designated locations and at designated times during their work shift as approved by the appropriate Bank supervisor. They must not congregate in offices or around vending machines.
- d. Contract employees may change their clothes in designated locations only.
- e. Contract employees must turn-in to Security any articles found in Bank-owned or leased space.
- f. While on Bank-owned or leased property, contract employees will not possess or consume alcoholic beverages or any non-prescription controlled substances or illegal drugs, or have in their possession any knives, guns, or other articles of contraband.
- g. Contract employees, by their admittance to Bank-owned or leased space, agree to cooperate fully with Security in routine investigations which do not involve them as suspects. If any contract employee is suspected of committing a crime or violating Bank policy, including these regulations, Security will notify the contract employee's on-site manager and arrange to interview the employee in the presence of his or her supervisor.

5. Bank Fire and Safety Procedures

- a. The Bank generally follows the Washington, D.C., Fire Code, OSHA safety requirements and procedures, and the safety provisions of the Washington, D.C., Building Code. Accordingly, contract employees are responsible for the safe performance of their tasks and for assuring that they make adequate provision to fully protect people and property during all activities.
- b. Contract employees must immediately report to their supervisor any accident, injury, or potential hazard to people and property. Contract supervisors should promptly notify Security of any accident, injury, or potential hazard to people and property. Contract supervisors must also take necessary steps to prevent the recurrence of any unsafe act or condition which involves their employees, equipment, or procedures.
- c. Contractors will make available for interview by interested World Bank Group officials any employees who are involved in an accident or injury incident. Contractors and their employees are expected to cooperate with Security in any such investigations.
- d. Contractor should maintain, for the duration of their contract, records of any accident or injury in which their employees are involved, and they are expected to make such records available to the Bank's Fire and Safety Officer and other interested Bank offices on request.

6. Actions Taken for Violation of These Regulations

Actions taken by Security for violations of the foregoing regulations will be divided into two categories and are as follows:

- a. In those instances wherein the violations of the regulation are considered to be major, e.g., assault, robbery, larceny, intoxication, or involving moral turpitude, Security will conduct the appropriate preliminary inquiry or investigation, confiscate the perpetrator's Bank-issued Identification Card; escort the perpetrator to the appropriate Badge Office; clock the perpetrator out; instruct the perpetrator to contact his or her on-site project manager the following work day; and escort the perpetrator from the Bank. Depending on the severity of the violation, the assistance of the Metropolitan Police Department may be requested and the perpetrator may be released to them at the time that he or she departs the Badge Office.
- b. In those instances wherein the violation of the regulation is considered to be minor, e.g., unauthorized use of equipment, away from one's assigned work area, or the use of loud, profane, or boisterous language, Security will conduct the appropriate preliminary inquiry or investigation, allow the perpetrator to complete the current tour of work; confiscate the perpetrator's Bank-issued Identification Card at the time he or she clocks out; and advise the perpetrator to contact his or her on-site project manager the following work day.
- c. In both instances listed above, Security will advise the appropriate Project Manager of the circumstances surrounding the incident the following work day. The appropriate on-site project manager will be advised of the circumstances of the incident; determine the subsequent employment status of the perpetrator; and advise Security of that status. A written report concerning the incident will be submitted to the Bank's Ethics Officer, the Bank's Contracts Officer, the Bank's Project Manager, and the Bank's Insurance Officer within five working days.