



# Security instructions for Access to Bouvet's premises

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*All external parties must read and sign these security instructions before they are given access (via an access control card) to Bouvet's office premises.*

Not to be used for people requesting access to Bouvet's systems or infrastructure.

**bouvet**

Effective from:  
01.11.2024

Version:  
3.1

## Version history

<b>Versjon</b>	<b>Dato</b>	<b>Beskrivelse</b>	<b>Ansvarlig</b>
2.0	01.08.2023	Baseline	Knut Dischington
3.0	20.01.2024	Synchronised version numebering, updated signature fields	Knut Dischington
3.01	01.02.2024	Chapter 4, added «Uppercase»	Knut Dischington
3.1	01.11.2024	New chapter 2	Knut Dischington

## 1. General information about personal responsibility and IT security

No information may be disclosed to anyone not involved in the assignment/not employed by the company (Bouvet) concerning access procedures or systems, login procedures, usernames and/or shared passwords for the various systems that form part of Bouvet's infrastructure.

This also applies after the completion of assignments for the company.

Passwords/PIN codes must not be shared, even if the person requesting such claims that they work for Bouvet.

If you suspect that someone knows your password/PIN code, you must immediately inform your contact at Bouvet to have the password/PIN code changed.

## 2. Use of Bouvet Access Card

All personnel must, while present in our premises, always wear a visitor card/loan card or a sticker with visitor registration visibly. This is to effectively identify any unauthorized persons present in the premises and enable taking necessary actions.

You shall not wear the visitor card/loan card visibly outside our premises.

You shall not publish pictures showing your visitor card/loan card on the internet, including all forms of online communities, social media, and other types of channels, without prior approval from the CISO.

## 3. Duty of confidentiality

Everyone with access to Bouvet's premises has a duty to maintain secrecy about all matters they become aware of through their work, both within the company and in dealings with the company's customers or partners. This applies to both customer information and internal corporate matters at Bouvet.

The duty of confidentiality continues to apply after the end of the contractual relationship. When the contractual relationship ends, all information considered to be confidential must be returned.

The duty of confidentiality is absolute, subject to any statutory exemptions.

## 4. Breaches of security procedures

Anyone with access to Bouvet's premises has a duty to report as soon as they become aware of a breach of procedures as described in this document, or in the event of other evident security breaches.

A separate whistleblowing channel has been established to report such breaches, which can be accessed via [bouvet.no](http://bouvet.no), or alternatively personnel can notify breaches through their contact at Bouvet.

All reports of breaches of security procedures will be investigated and actioned if necessary. Deliberate breaches of security procedures may result in termination or breach of contract.

### 5. Declaration

I, the undersigned confirm that I have read, understand and undertake to comply with the content of these instructions.

I, the undersigned, understand that these instructions only apply to access to buildings/office premises and that I am obliged to sign extended security instructions if, on a later occasion, I require access to Bouvet systems/infrastructure (Bouvet AD user). To be signed physically or digitally.

_____	_____
Name (UPPERCASE)	Company (UPPERCASE)
_____	_____
Location/Date	Signature

One copy to be retained by the external party and one to be returned electronically to the Office Manager or a contact at Bouvet for archiving.