



NORTH AMERICA

ACCESS CONTROL AND VISITOR MANAGEMENT PROCEDURE

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Purpose This program establishes Access control and Visitor Management procedures. It contains requirements to restrict access and protect to the health, safety, and security of all personnel entering Mosaic Fertilizer sites, including the request and authorization of visitor access to Mosaic sites. This will allow safe and secure access, manage the risk of serious financial loss, loss of client confidence, or business impact, and understanding of the request authorization and entry requirements. It will also ensure compliance with all relevant regulatory and Mosaic requirements.

Scope This program applies to all personnel that may enter Mosaic property, including Mosaic employees, incidental service providers, truck drivers, tour groups, visitors, and contractors.

Definitions Key terms used in this program are defined below:

Term	Definition
Visiting Employees	Any individual employed by Mosaic who is performing work at a Mosaic site that differs from their primary site. Visiting employees from other facilities will be treated as visitors to ensure proper safety orientation and hazard training.
Escort/Host	Mosaic employee or authorized representative assigned and responsible for the safety of visitors.
Incidental Service Providers	An authorized individual delivering materials or providing services and not accessing process areas. Examples include vending machine suppliers, office/lab equipment service technicians, and drivers responsible for shipping and receiving materials.
Truck Drivers	An authorized individual delivering or picking up materials and not accessing process areas. Examples include warehouse delivery drivers, materials or equipment delivery, or anyone who drives a truck to pick up products for distribution.
Tour Group	A coordinated group visiting sites for informational or educational purposes.
Visitor	An individual requesting authorization for access to a site and not performing work.
Visitor Management System	The system is used to account for visitors.



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Term	Definition
Watch List	A watch list maintained in the Visitor Management System and within alert enterprise with the capability to recognize and refuse entry to undesirable or banned individuals who may present a threat to security of the organization on site.
Contractor Coordinators	Contractor representatives that are responsible for managing and maintaining their employee’s badging needs within the Alert Enterprise portal.
Area Approvers	Mosaic Employees that approve access into the facilities that are submitted by the contractor coordinators and employees.

Responsibilities

The following table contains the responsibilities for specific groups / jobs as required by this program.

Group or Title	Responsibilities
General Manager	<ul style="list-style-type: none"> • Ensures this program is applied and upholds the requirements at their site • Appoint designee at the site to manage site entry (i.e., employee, security officer, etc.)
Appointed Designee	<ul style="list-style-type: none"> • Verify the following prior to authorizing access in every case: <ul style="list-style-type: none"> ○ visitor identity ○ reason for visit • Deny access if visitor identity and reason for visit cannot be verified • Contact the escort/host to meet at the designated location to escort the visitor. • May conduct visitor safety orientation or site-specific hazard training. If appointed designee does not conduct training, escort/host shall conduct. • Issue a visitor’s credential from the Visitor Management System. 🔧 Note: Visitor’s credentials may be created in advance of tour groups to streamline visitor management processing. • Retain the Visitor Tour Request Form and Hold Harmless Agreement Waiver forms.



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Group or Title	Responsibilities
Host/Escort	<ul style="list-style-type: none">• In advance, provide the security gate with visitor name, date, and time of expected arrival.• Complete a Tour Request Form if required and receive approval.• Coordinate Tour group training in advance of tours if desired.• Pick up visitor at the designated location.• Ensure the visitor has the required PPE.• Conduct visitor safety orientation or site-specific hazard training as required.• Ensure the safety of the individual accessing the site.• Ensure the visitor is escorted at all times.• Authorized to access area(s) and complete access logs as required (e.g., PSM covered process areas).• Protect access to sensitive information, process, or materials.• Be knowledgeable about the area(s), risks, and hazards.• Ensure that the individual displays visitor credential in plain view and return it upon departure.• Return the visitor to the designated location and not release visitors to wander unescorted.• Recover Visitor credential at the termination of the visit.
Visitor	<p> Warning: Access to the site is a request, NOT an expectation of access. Any noncompliance shall be grounds for denied access, removal and potential law enforcement intervention.</p> <ul style="list-style-type: none">• Unexpected or unplanned visitors may be denied access.• Visitors shall make an appointment prior to arrival with Mosaic host in every case.• Present a valid Driver's License or other government issued identification.• Provide guard with host name, appointment confirmation, nature of visit, and appointment time.• Participate in visitor safety orientation or site-specific hazard training.• Be aware of the potential site hazards and operational controls.• Agree to abide by applicable EHS requirements.• Sign Hold Harmless Release Form if required.• Return the visitor credential when terminating the visit.
Tour Group	<ul style="list-style-type: none">• Understand and comply with program requirements and PPE.• Sign Hold Harmless Release Form.• Participate in visitor safety orientation or site-specific hazard training.• Agree to abide by applicable EHS requirements.



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Access Control

- Access to Mosaic facilities is a request, not an expectation.
- Mosaic assigns the least privilege to control access.
- Mosaic reserves the right to refuse access to its sites.
- All personnel requesting access through, doors, gates, turnstiles or other access controlled areas, shall be approved by a Designated Mosaic Site Representative or area owner at each site through Alert Enterprise.
- All requests for access credentials shall be approved by the Designated Mosaic Site Representative, or area owner.
- Access Credentials shall not be loaned or used by any other person than the assigned.
- All terminations shall immediately be reported to Access.control@mosaicco.com for credential deactivation.
- Visitors shall display appropriate credential as established by Mosaic.
- All Mosaic issued badges/credentials remain the property of Mosaic and shall be surrendered upon request.
- Maritime regulated facilities may have additional access control measures and procedures as outlined in the Facility Security Plan (FSP). The Facility Security Officer (FSO) shall review and approve the entry in accordance with their FSP.

Disciplinary Action

Failure to comply or refusal to adhere to Mosaic requirements may result in disciplinary action, removal from site, or permanent denial of access to all Mosaic sites. Such disciplinary actions may include:

- Disciplinary actions up to dismissal for Mosaic employees
- Invoking contract penalties
- Immediate and permanent withdrawal of access privileges for visitors, truckers, incidental service providers or contractors
- Placement on watch lists
- Law enforcement intervention



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Training

The appointed designee or site escort/host is responsible for ensuring that training is provided to affected groups as described in the table below:

Group or Title	Training	Frequency
Visiting employees, visitors, Independent Truck/Delivery Drivers, and Tour Groups	Concentrates Sites – Visitor Safety Orientation Mineral Sites – Site Specific Hazard Training	Annually (expires after one (1) calendar year)
Incidental Service Providers and Hazardous Materials Truck Drivers	Concentrates Sites – Site Specific Training Minerals Sites – Site Specific Hazard Training	Annually (expires after one (1) calendar year)
Contractors	See EHSS – Phos Program – Contractor Safety Management or Training (mosaicco.com)	



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PROCEDURES – VISITOR MANAGEMENT SYSTEM

Visitors - An individual requesting authorization for access to a site and not performing work.

- A. All visitors attempting to enter a Mosaic Facility must have an appointment to enter.
- B. Visitors are required to present a valid Driver's License or other government issued identification.
- C. Security Officers will verify that all visitors have an appointment to enter. If a demonstrated need cannot be established, the visitor will be denied access. All visitors are required to adhere to the program or shall be denied access.
 - i. Visitor management software.
 - ii. Phone verification from the host the visitor is there to see.
 - iii. If the demonstrated need cannot be established, the visitor shall be denied access.
 - iv. Security officer or authorized person conduct visitor safety orientation or site-specific hazard training,
 - v. The host will be responsible for signing in/out the visitor and escorting them or providing an escort during the visit.
 - vi. Visitors will be given a day pass to enter a facility, however the site training will be valid for 1 year.

Incidental Service Provider and Truck Drivers- An authorized individual delivering materials or providing low-risk services and not accessing process areas. Includes warehouse and delivery drivers, vending machine suppliers, caterers, office equipment service technicians, and drivers responsible for shipping and receiving of materials.

- A. All Incidental Service Providers and Truck Drivers shall be aware of the potential site hazards and safeguards. All Incidental Service Providers and Truck Drivers shall receive site safety orientation or mine hazard training validated for 1-year. Incidental Service Providers and Truck Drivers will not need escorts to enter the facilities.
- B. Visitors, Incidental Service Providers and Drivers do not have gate access and must check with the Security Officer at designated access points.



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PROCEDURES- ALERT ENTERPRISE EMPLOYEE AND CONTRACTOR ACCESS

Contractors - All contractors shall be required to have a badge to enter Mosaic facilities. Mosaic will provide contractor portal access to the Contractor Coordinators to request badges within the system. Embedded contractor badges are validated to coincide with Authorized industrial training (chem site) or MSHA (Mine Safety and Health Administration) expiration. Non embedded contractors will expire annually. **Contractors' employees that need renewal training must have employees updated in the Alert portal 10 days prior to training expiration. Failure to follow this procedure may result in temporary loss of access.**

- A. The Contractor Coordinator is required to / responsible for:
- Contractor Onboarding/Rehire - provides capability to request new badge for contractor.
 - Contractor Offboarding/Termination - provides capability to disable/terminate badge for contractor.
 - Contractor Company Update - provides coordinator capability to transfer a new hire from their previous contracting company to them. A replacement badge request is required to issue a new badge with the current company name.
 - Extend Validity – Once the annual refresher is completed, this **must** be submitted 10 days prior to the month's end to validate contractor's training. Failure to complete this requirement may cause additional access interruptions.
 - Request Location - provides the capability to request access to Mosaic facilities.

Turnaround Contractor – Contractor with occasional access to the site with a narrowly-defined period of work. Contractor representatives will be required to complete and return the TA badge request form provided to them by the site planner or Identity Management Specialist. Access Control Specialists will be on-hand to assist the contractors with badging at the beginning of the turnaround. Turnaround contractors will return their badges to site security personnel at the end of the turnaround for them to be deactivated in the system. Contracting companies may be assessed a fee of \$25 for failure to return these badges once the turnaround is completed. Facility entry requirements will be communicated via the bid process.

Temporary Contractors - Contractors with short-term access for less than 10 days. In the event of this occurrence, the facility management team is required to notify the site security personnel via email. Email must contain the following information:

- A. Contractor company name
- B. Facility requested
- C. PO/SOW number
- D. Estimated number of contracted employees requiring access
- E. Contractor employee names
- F. Mosaic required training expiration dates and TWIC (Transportation Workers Identification Credentials) compliance if applicable
- G. Contractor supervisor name, email, phone number, and signature
- H. Mosaic representative name

Temporary Contractors - will be issued a temporary badge validated for 10 business days. If the project requires more than 10 days to complete, the contractor must schedule time with the Identity Management Specialist to establish a contractor coordinator for site access to the identity management portal. Once this



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process is complete, the badge requests should immediately be submitted to the identity management portal. Facility access may be terminated if contractors fail to comply with this process.

Emergency Contractors - A variance is required for a contractor/subcontractor who meets any of the following criteria:

- A. Non-Mosaic approved contractor
- B. Mosaic approved contractor with an unacceptable rating in ISNetworld
- C. Does not possess the proper Mosaic required training credentials, including TWIC where applicable

Contractors who do not meet these requirements shall be accompanied by a qualified Mosaic representative while on Mosaic property. (See Appendix 5 link below). The facility management team will notify site security personnel and provide a copy of the variance form prior to the contractor arriving onsite. These contractors will not be granted electronic access to the facility. They will be required to sign in daily with site security personnel. Their Mosaic escort must meet them at the entrance gate and remain present during their time onsite. In the event the contractor company obtains ALL the above criteria, they will be qualified to receive electronic site access to the facility.

Note: All contractors will be given birthright access to the contractor turnstiles so they can enter the facility, Contract Coordinators shall submit a separate request for employees to drive into the facility and must articulate the reason for access on the business justification line of the request in the Alert Enterprise Portal. If contractors fail to articulate their need for drive-thru access in the comments, access may be denied. Only the driver can go through the drive-thru entry point - all others must go through the turnstiles.

EMERGENCY TERMINATION/DEACTIVATE BADGE – Mosaic HR (Human Resources) representatives can complete emergency terminations or deactivate badges within Alert Enterprise. Emergency Terminations are to be utilized for personnel who are banned from Mosaic property. This requires a termination reason. If an employee is terminated and the badge is not retrieved, a request to deactivate the badge can be submitted until the employee is removed from Workday.

Appendix A [Access Control Temporary Badge Request Form](#)

Appendix B [Alert Enterprise Contractor Coordinator Site Access](#)

Appendix C [Turnaround Badge Form](#)

Appendix D [Process Workflow](#)

Appendix E [Contractor Training](#)

Appendix F Visitor Tour Request Form

Appendix G Hold Harmless Agreement Waiver



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REVISION LOG

Rev. No.	Rev. Date	Revised By	Reason for Revision
0	08/22/2023	N/A	Initial release
1	11/14/2023	EHS PMO	Add visitor management section to replace Phos Site Entry Program and add Appendix F & G