



# *Global Transportation Services, Inc Security Orientation*

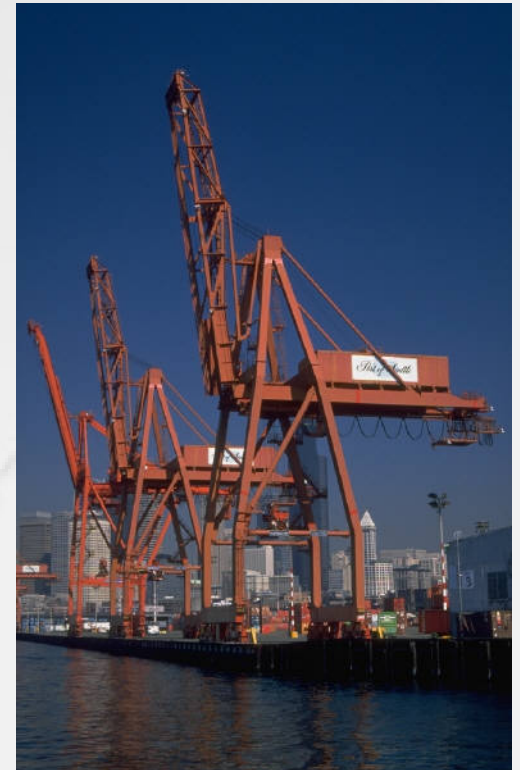
*TSA & C-TPAT Requirements*



*Global Transportation Services, Inc is committed to the security of our employees, our cargo, and the public throughout the United States and international network.*

*As members of C-TPAT and IATA, it is our responsibility to uphold and exemplify the best security practices available.*

*The following security plan dictates security procedures throughout the network inclusive of all facilities, employees, vendors and customers affiliated with Global Transportation*





# Course Objectives

- State three ways in which you play a role in security
- Know the name of your security officer, the corporate Security Officer, and the areas where security assistance and guidance can be found
- Understand the two levels of reporting procedures
- Demonstrate knowledge of how to confirm that individuals on Global Transportation Services property are authorized
- List several ways in which we determine if freight looks suspicious
- List the key concepts of Global “CORP”



# Measurable Adherence

Security is a component of all Global Transportation Services activities and policies

Adherence to our security program is a measurable component of performance evaluations



Breaches in security policy will receive verbal warnings, written warnings, and further disciplinary action as necessitated by the severity of the offenses and as outlined in the Global Transportation Services Employee Manual



## Your Role in Security

Do you know what happens if you allow someone you don't know to walk through our buildings or our facilities without an escort?

The person may be there to steal property or computer data, or....they may want to plant an explosive device in cargo destined for an aircraft.

Your role?

Ask the person for identification and escort them to the front desk to obtain a badge and an escort, or escort them off the property.



## Your Role in Security

Can you envision the impact if you deliver cargo to the airlines without reporting that our truck was broken into on the way?

Someone may have planted an explosive device in our truck which could be loaded onto a passenger plane. The result - hundreds of lives lost.

Your role?

Immediately report the problem to your security officer.



## Your Role in Security

Can you envision how an intruder might be able to use a Global badge and uniform to gain access to our facilities, our cargo, and our employees?

Anything could happen. Badges and uniforms are critical to our security.

Your role?

Immediately inform your security officer if your badge or uniform is lost or stolen.



# Global Security Officers

Security Officers are on site in each facility to ensure your safety, the safety of our customer, vendors, cargo, and the general public. They are available to you for guidance or assistance:

**Corporate: Saori Takayoshi**

|             |                          |             |                             |
|-------------|--------------------------|-------------|-----------------------------|
| <b>ATL:</b> | <b>Richard Stevens</b>   | <b>MIA:</b> | <b>Doris Miranda-Becker</b> |
| <b>CMH:</b> | <b>Christina Johnson</b> | <b>MSP:</b> | <b>Chad Laden</b>           |
| <b>DEN:</b> | <b>Justin Andrews</b>    | <b>NYC:</b> | <b>Eric Williams</b>        |
| <b>ELP:</b> | <b>Jesus Hidalgo</b>     | <b>ORD:</b> | <b>Gail Silberman</b>       |
| <b>HOU:</b> | <b>Nuran Weidmann</b>    | <b>SEA:</b> | <b>Saori Takayoshi</b>      |
| <b>LAX:</b> | <b>Mike Debelak</b>      |             |                             |



# Reporting Procedures

Global Transportation Service's management supports and encourages employee's awareness to security.

Urgent issues: Call or find a Supervisor, Manager or Security Officer.



Ideas or Suggestions: We encourage you to complete a "Continuous Improvement Form" to share your ideas or concerns with management. You'll find these forms ready available in each Global Transportation Branch, as well as on the intranet.



## Work Zones

Each employee is provided a badge which indicates the area to which the employee must stay. Wearing your company issued ID badge in a clearly visible area of the body is a requirement for all employees located in or adjacent to warehouse facilities

Employees who need to visit a zone outside their work zone must obtain authorization and a visitor badge or be escorted off the property



# Documentation

Documentation can play a big role in security. Entry writers, Customs Brokers, Domestic Operations....review your documentation for anomalies which might include:

- New commodity which is unusual for your importer
- Unusual weight for the commodity stated on the documentation
- Unusual piece counts which don't match packing slips or other documentation.

Any of these times may point to unusual circumstances which is worth further investigation.



## Visitors Policy

All visitors to the office are to check in with the receptionist or a designated Global Transportation contact person and sign a visitor log.

Equipment maintenance, vendors with supplies, or plant maintenance individuals must sign in at front desk and receive a visitor pass at all times

At no time shall a guest be allowed to wander the building unaccompanied.

Visitor policy applies to all customers – even those that regularly visit employees within the office space itself



## Monitoring of the facility

- Open dock doors must be monitored at all times. If employees must leave the vicinity and lose eye contact, those dock doors must be closed and locked.
- All man doors to warehouse must remain locked from the outside, and must contain a “C-TPAT” Security Sign which directs visitors to the check-in site.
- All facilities – warehouse and office alike – are armed and monitored by external professional agencies.



# Challenging Unauthorized Persons

Individuals in the facility which are not displaying a badge or authorized “Global” workman’s vest in a clearly visible site must be approached. When approaching, explain that it is Global policy to wear badges at all times, and request that the person’s badge be displayed.

If the individual is not able to provide a badge, escort them to the front desk to obtain a badge, or, escort them off the property and advise your supervisor or security officer of the incident.



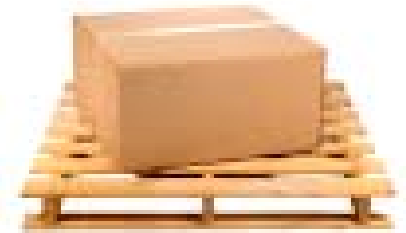
## Pickups from Global Facility

- Drivers picking up from Global must provide the following:
  - Valid “Pickup Number” (co-load freight)
  - Destination (line-haul freight)
  - Photo Identification
  - Sign and print personal and company name on Tally or BOL
- Drivers must wait for loading within clearly marked “waiting” areas, or, may drop their trailer and wait off-site.
- Passenger Air Cargo must be transported in a locked or sealed vehicle. Cargo moving ground is not required to be sealed.



## Deliveries to Global Facility

- All Drivers must show photo identification.
- Absolutely *NO* shipments may be accepted without authorization from Global Transportation Customer Service Representatives. Contact your dispatcher or CSR for further guidance.
- Delivery drivers must either wait within clearly marked “waiting” areas, or may depart the premises and wait off-site.
- All Global Transportation employees must report any attempts for any non-identified drivers or private persons attempting to drop off freight to management.





# Deliveries to Global Facility

- All freight must be visually inspected for signs of tampering before being accepted. Look for the following:
  - exposed wires
  - odd smells
  - Smoke or leaks
  - anomalies in size
  - anomalies in weight
- If you notice any of these items, or anything that looks unusual, immediately notify your supervisor, manager or security officer.

## Perimeter Security



All doors must be secure during business hours.

Man doors need to be monitored at all times.

All warehouse facilities must perform a daily security assessment by walking the perimeter of the facility and yard looking for breaches or suspicious items such as ladders, wire cutters, or broken locks should be reported immediately.



# Unwilling or Belligerent Responses

- In the event the visitor refuses to leave the premises, keep the visitor in sight while calling or contacting a nearby employee for assistance if needed. The Supervisor, Manager or Security Officer must be contacted immediately by the fastest and safest method possible. Do not physically engage the intruder
- At the Supervisor, Manager, or Security Officer's discretion, local law enforcement personnel may be called for assistance.



# Recognizing Internal Conspiracies

If you identify a co-worker who is outside of their authorized work zone and whose superior can not explain

*or*

If you notice an employee acting in a suspicious manner...

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Bring the matter to the attention of the employee's supervisor, manager, or security officer

Supervisors and managers, *without exception*, must respond to these questions and concerns from other staff with respect and confidentiality and take appropriate action



# We're all part of Global C O R P

Challenge: individuals for proper identification. Question freight which appears without proper paperwork or authorization.

Observe: your surroundings such as suspicious packaging, suspicious behavior, individuals loitering or closely observing our facility or our employees, or breaches our facility such as open doors or cut fences.

Report: to management if you see or hear anything out of the ordinary or concerning.

Participate: in the security of our nation, our facility, and our employees. We encourage your involvement and ideas which could enhance security measures and ask that you share your ideas to management.



Do your part for a secure environment in the air, in our ports, and in our facilities

