



United Community Bank Site Access Rules and Procedures

These rules and procedures (“Rules”) are intended to promote the safety of individuals, vendors, suppliers, contractors, and other persons (collectively, “Visitors”) while onsite at facilities of United Community Bank and its affiliates (collectively, “United”), to protect the confidentiality of Visitors and customers, and to support the safe and secure operation of such facilities.

All Visitors shall strictly comply with these Rules whenever onsite at a United facility and shall require their employees, agents, representatives, and contractors to comply with these rules.

Anyone found to be in violation of these Rules while in a United facility may have access immediately terminated and be subject to other remedies.

CONDITIONS FOR VISITING

1. Visitor access shall be limited to approved business purposes and may be conditioned upon prior authorization by a United employee.
2. Access to any facility after normal business hours or on weekends or holidays is prohibited unless expressly authorized in advance by United, and any such access shall be subject to such additional conditions as United may impose, including escort requirements.
3. A Visitor shall be permitted to access only those areas of a facility that United has expressly authorized for the Visitor’s approved purpose and shall not enter any restricted, secured, employee-only, records-storage, customer-information, operations, or equipment area except as expressly authorized by United.
4. Visitors shall provide United with advance notice of any equipment deliveries.

ACCESS CREDENTIALS

1. Where visitor logs are present at a facility entrance, each Visitor shall sign in upon arrival and sign out upon departure and shall provide such information as United may reasonably require for visitor management purposes, including the Visitor’s name, employer or company affiliation, host or sponsor, purpose of visit, and times of entry and departure.
2. If an access badge or visitor pass is issued, it shall be worn and clearly visible at all times in all areas of the facility.
3. No access badge shall be transferred or loaned to any other individual, including any employee, subcontractor, or vendor.
4. Access badges may be linked to a central monitoring system that identifies individuals and records access activities.
5. As a condition of entry and of issuance of any visitor pass or access credential, a Visitor shall present valid government-issued photographic identification upon request by United.
6. Any lost or stolen visitor pass or access card shall be reported immediately to the United employee responsible for overseeing the applicable work.

CONDUCT WHILE ON SITE

1. United may, in its sole discretion, require that any Visitor or any Visitor agent be escorted while in a facility and may suspend Visitor access as directed or required in an emergency.
2. Drinking, eating, and smoking shall be permitted only in designated areas.
3. No security measures shall be circumvented, and no locked door shall be left partially open or blocked under any circumstances.
4. No Visitor shall photograph or film any area of a facility or any facility entrance without United's prior written consent.
5. If a Visitor is provided with a temporary workspace, it shall be kept clean and free of debris and spare equipment at all times unless otherwise expressly authorized in writing by United.
6. Visitors shall maintain such temporary space in compliance with all applicable legal requirements, including OSHA requirements.
7. Each Visitor shall immediately comply with all emergency instructions, alarms, evacuation procedures, and directions issued by United personnel or emergency responders and shall not re-enter the facility until expressly authorized by United or the applicable emergency authority.
8. Business or business casual attire is required unless otherwise instructed.

EQUIPMENT AND TECHNOLOGY

1. Security cameras may be used to monitor facility entrances and other strategic locations throughout United facilities.
2. No Visitor shall bring into a facility any weapon, explosive, hazardous material, electro-magnetic device that could interfere with computer or telecommunications equipment, radioactive material, chemical munitions, alcohol, or illegal drug.
3. United shall have no responsibility for any Visitor equipment left in a facility unless United has expressly agreed otherwise in writing.
4. Except to the extent expressly authorized in writing by United and strictly necessary for the approved purpose of the visit, a Visitor shall not access, review, photograph, record, copy, disclose, transmit, remove, retain, or otherwise use any customer information, confidential information, or nonpublic business information.
5. No Visitor shall connect any personal or visitor-owned device, removable media, or equipment to any United system, network, telecommunications infrastructure, or other technology resource, or otherwise access any such resource, except as expressly authorized in writing by United.
6. No Visitor-owned or Visitor-operated wireless access point shall be permitted in any United facility.
7. No Visitor shall remove any floor tile or ceiling tile or access any area beneath floor tiles or above ceiling tiles.
8. No boxes or equipment may be stored in a facility unless storage arrangements have been approved by United.

Nothing in these Rules shall be construed as granting rights to access any United facility, and nothing in these Rules shall be construed as defining exclusive remedies. United expressly reserves all rights and remedies available in law and equity.