

Security, Fire, and Safety Regulations for Onsite Vendor Employees

I. Headquarters

Purpose and Application

1. This document describes the World Bank Group's (WBG) policies and procedures pertaining to security, fire life safety, and health safety for vendor employees on WBG Headquarters (WBG HQ) premises.¹ It applies to vendors and vendor employees performing contracts for any of the World Bank Group institutions: the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), or the International Center for the Settlement of Investment Disputes (ICSID).
2. In addition to the requirements below, vendor employees comply with any additional instructions from a WBG representative pertaining to WBG HQ safety and security while on WBG premises.
3. These policies and procedures are subject to change without notice.

Access Control

4. Vendor employees whose work requires regular access to WBG HQ may be issued a General Access ID Card or Contractor Campus Pass, subject to compliance with WBG issuance procedures and depending on the nature of the contract (see below).
5. Once granted access to WBG HQ, vendor employees display their WBG ID Card or Pass on their outermost garment from the waist up.
6. ID Cards and Passes are WBG property. The WBG's Corporate Security department issues, replaces, retrieves, or confiscates WBG ID Cards and Passes.
7. WBG ID Cards are returned to Corporate Security upon the vendor employee's separation from the sponsoring vendor or at the end of the associated services/goods contract. Passes are discarded upon expiration in Corporate Security-provided receptacles in WBG HQ lobbies.
8. ID Card or Pass misuse may result in ID Card or Pass confiscation or cancellation. Misuse includes, but is not limited to:
 - a. Lending an ID Card or Pass to another individual;

¹ WBG Headquarters refers to all real property owned or leased by a WBG institution in the greater Washington, D.C., metropolitan area.

- b. Failure to report a lost or stolen ID Card or Pass;
- c. Altering an ID Card or Pass;
- d. Duplicating an ID Card or Pass;
- e. Possession of more than one ID Card or Pass unless approved by Corporate Security and excluding temporary possession with the intent to return to Corporate Security;
- f. Unauthorized possession or use of another cardholder's ID Card or Pass; and
- g. Failure to display an ID Card or Pass.

General Access ID Card

9. Corporate Security issues General Access ID Cards to vendor employees whose principal place of work is WBG HQ upon receipt of a completed application submitted via the Contractor's Online Database. Completed applications include:
 - a. approval signatures from the vendor employee's on-site manager and the responsible WBG Program Manager;
 - b. proof that a favorable background check has been conducted in accordance with the contract; and
 - c. a copy of a valid national passport biography page or both (1) a copy of a valid local, state, or federal government-issued photo identification and (2) a copy of the birth certificate of the vendor employee.
10. General Access ID Card holders are not subject to routine baggage scans or walk-through metal detector checks as part of their security screening upon entry to WBG HQ; however, such requirements may be implemented at the discretion of the WBG.
11. General Access ID Cards issued to vendor employees are valid for the term of the contract or up to a maximum of 12 months, whichever is shorter. Upon expiration, the ID Card is deactivated unless the validity date is extended via eServices request by the vendor employee's on-site manager. The vendor employee's on-site manager or WBG Program Manager collects expired cards and returns them to the Corporate Security ID Office.
12. Vendor employees holding General Access ID Cards generally access WBG premises between the hours of 7 a.m. and 7 p.m., Monday–Friday for the purpose of conducting official business, excluding holidays and periods when WBG HQ is otherwise closed for normal business, unless otherwise required by the terms of their contract.

Contractor Campus Pass

13. Vendor employees who are either (1) conducting business at WBG HQ for a period no longer than 90 calendar days or (2) awaiting completion of a background check required for a WBG General Access ID Card are eligible for a Contractor Campus Pass.

14. Contractor Campus Passes are valid for up to 90 calendar days and are non-renewable.
15. Contractor Campus Pass holders have access to WBG HQ between the hours of 7 a.m. and 7 p.m., Monday–Friday, excluding holidays and periods when WBG HQ is otherwise closed for normal business. Access outside of these hours requires authorization from the responsible WBG Program Manager or designee and advance notice to Corporate Security.
16. Contractor Campus Passes are issued by Corporate Security on a discretionary basis upon request submitted via eServices by the WBG Program Manager or designee.
17. Contractor Campus Pass holders undergo security screening at WBG HQ lobby entrances. Entry via parking garages is not permitted.

Parking

18. Generally, vendor employees are not allowed to park their vehicles in WBG-owned garages. Those with express approval to park on WBG premises do so with the understanding that their vehicles may be subject to search by WBG Corporate Security personnel.

Security Procedures

19. Vendor employees only access WBG HQ buildings and offices in performance of their duties.
20. Certain areas within WBG premises may be designated as Restricted Areas. Vendor employees do not access Restricted Areas without permission. Vendor employees requiring access to a Restricted Area are entered into the Restricted Area Access System by the responsible Area Coordinator via a request by the Program Manager. Corporate Security retains overall control of the RAAS program and decides whether and when to override Area Coordinators in the interest of campus security and safety.
21. Vendor employees who observe other vendor employees in an area where they do not belong contact Corporate Security.
22. Vendor employees may not use or remove any WBG-owned or leased property unless they are required to do so to perform their duties and in accordance with WBG property management rules.
23. If requested by WBG Corporate Security personnel, vendor employees submit bags, packages, and other containers for inspection.
24. While present in WBG-owned or leased facilities, vendor employees do 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.
25. Vendor employees, by their admittance to WBG-owned or leased space, agree to cooperate fully with the WBG in routine investigations in which they are not suspected of wrongdoing. If any contract employee is suspected of committing a crime or violating WBG policy, including these regulations, the WBG will notify the vendor employee's Program Manager and arrange to interview the employee in the presence of his or her supervisor.

26. Vendor employees who are granted a restraining order relating to their personal safety notify Corporate Security.

Fire and Safety Procedures

27. The WBG generally follows the Washington, D.C., Fire Code, OSHA safety requirements and procedures, and the safety provisions of the Washington, D.C., Building Code. Vendor employees are responsible for the safe performance of their duties, taking appropriate steps to protect people and property during all activities.
28. Vendor employees immediately report to their supervisor any accident, injury, or potential hazard to people and property. Contract supervisors promptly notify WBG Corporate Security of any accident, injury, or potential hazard to people and property. Contract supervisors also take necessary steps to prevent the recurrence of any unsafe act or condition which involves their employees, equipment, or procedures.
29. Vendors make available for interview by interested WBG representatives any employees who are involved in an accident or injury incident. Vendors and their employees cooperate with any such investigations.
30. Vendors maintain, for the duration of their contract, records of any accident or injury in which their employees are involved, and they make such records available to WBG Corporate Security and other interested WBG representatives on request.

Health Safety

31. Vendor employees comply with WBG health safety protocols while on WBG premises. The WBG may institute heightened health safety protocols in response to public health emergencies as required by local regulations or in the interest of the safety of individuals under its duty of care. These protocols may include health-related questionnaires, temperature or other health screening, cleaning and hygiene guidelines, personal protective equipment (including masks), and social distancing requirements.

Violations

32. The WBG reserves the right to revoke or deny access to vendor employees at any time. Vendor employees who violate WBG safety and security protocols may be reported to the responsible WBG Program Manager, have their access to WBG premises suspended or revoked permanently, or be escorted off premises.
33. The WBG may authorize access restrictions (temporary or permanent) to WBG premises for vendor employees or former vendor employees where there is a reasonable basis to find they may present a security or safety threat.

II. Non-Headquarters Offices

Purpose and Application

1. This document describes the World Bank Group's (WBG) policies and procedures pertaining to security, fire life safety, and health safety for vendor employees at WBG Non-Headquarters Offices (Non-HQ Offices).² It applies to vendors and vendor employees performing contracts for any of the World Bank Group institutions: the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), or the International Center for the Settlement of Investment Disputes (ICSID).
2. In addition to the requirements below, vendor employees are expected to comply with any additional instructions from a WBG representative pertaining to safety, health, and security while at Non-HQ Offices.
3. These policies and procedures are subject to change without notice.

Access Control

4. Vendor employees whose work requires regular access to Non-HQ Offices may be issued an identification (ID) card or pass, subject to compliance with the Non-HQ Office's issuance procedures and depending on the nature of the contract.
5. Vendor employees comply with all requirements of the contracting Non-HQ Office pertaining to access control, including the issuance, display, use, and surrender of ID cards and passes.
6. Any WBG-provided or -sponsored ID cards or passes are returned to the contracting Non-HQ Office's WBG Program Manager upon the vendor employee's separation from the sponsoring vendor or at the end of the associated services/goods contract.
7. ID card or pass misuse may result in ID card or pass confiscation or cancellation. Misuse includes, but is not limited to:
 - a. Lending an ID card or pass to another individual;
 - b. Failure to report a lost or stolen ID card or pass;
 - c. Altering an ID card or pass;
 - d. Duplicating an ID card or pass;
 - e. Possession of more than one ID card or pass unless approved by the Program Manager or returning it to the WBG;

² WBG Non-Headquarters Offices refers to all real property, including buildings and surrounding grounds, owned or leased by a WBG institution outside the greater Washington, D.C., metropolitan area.

- f. Unauthorized possession or use of another cardholder's ID card or pass; and
 - g. Failure to display an ID card or pass as required.
8. Vendor employees may be subject to security screening upon entering a Non-HQ Office, including routine baggage scans or walk-through metal detector checks, as prescribed by the hosting Non-HQ office.
 9. Vendor employees generally access Non-HQ Offices during the regular business hours of the hosting office, unless otherwise required by the terms of their contract and approved by the WBG Program Manager.

Security Procedures

10. Vendor employees only access Non-HQ Offices in performance of their duties.
11. Areas within Non-HQ Offices may be designated as restricted areas. Vendor employees do not access restricted areas without express permission. Vendor employees requiring access to a restricted area are authorized by the Program Manager.
12. Vendor employees who observe other vendor employees in an area where they do not belong notify a WBG staff member.
13. Vendor employees may not use or remove any WBG-owned or leased property unless required to do so to perform their duties and in accordance with WBG property management rules.
14. If requested by WBG staff or contracted security guards, vendor employees submit bags, packages, and other containers for inspection.
15. While present in Non-HQ Offices, vendor employees do 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.
16. Vendor employees, by their admittance to WBG-owned or leased space, agree to cooperate fully with the WBG in routine investigations in which they are not suspected of wrongdoing. If any contract employee is suspected of committing a crime or violating WBG policy, including these regulations, the WBG will notify the vendor employee's Program Manager and arrange to interview the employee in the presence of his or her supervisor.

Fire and Safety Procedures

17. Non-HQ Offices follow the local jurisdictional fire codes where appropriate; otherwise, Non-HQ Offices observe the International Fire Code and/or NFPA Life Safety Codes. Vendor employees are responsible for the safe performance of their duties, taking appropriate steps to protect people and property during all activities.
18. Vendor employees immediately report to their supervisor any accident, injury, or potential hazard to people and property. Contract supervisors promptly notify a WBG employee of any

accident, injury, or potential hazard to people and property. Contract supervisors also take necessary steps to prevent the recurrence of any unsafe act or condition which involves their employees, equipment, or procedures.

19. Vendors make available for interview by interested WBG representatives any employees who are involved in an accident or injury incident. Vendors and their employees cooperate with any such investigations.
20. Vendors 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 WBG on request.

Health Safety

21. Vendor employees comply with WBG health safety protocols while in Non-HQ Offices. The WBG may institute heightened health safety protocols in response to public health emergencies as required by local regulations or in the interest of the safety of individuals under its duty of care. These protocols may include health-related questionnaires, temperature or other health screening, cleaning and hygiene guidelines, personal protective equipment (including masks), and social distancing requirements.

Violations

22. The WBG reserves the right to revoke or deny access to vendor employees at any time. Vendor employees who violate WBG safety and security protocols may be reported to the responsible WBG Program Manager, have their access to WBG premises suspended or revoked permanently, or be escorted off premises.
23. The WBG may authorize access restrictions (temporary or permanent) to WBG premises for vendor employees or former vendor employees where there is a reasonable basis to find they may present a security or safety threat.