



Ginn Center

12645 West Airport Boulevard
 Sugar Land, Texas 77478

bakerhughes.com

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Facility security

All visitors are required to enter through the front lobby of the administration building. Prior to entering the facility, each visitor must sign in at administration lobby. All visitors will obtain a visitor badge to be conspicuously worn or available for verification at all times during the visit. Please review the evacuation plan to identify the nearest exits in case of an emergency.

Emergencies

If you encounter an emergency situation (e.g. a fire, gas leak, tornado, terrorist threat, or healthcare emergency) please dial 9+ 281-276-5400 or 0 from any phone in the facility. Outside of normal business hours call 911 in case of emergency. If you have a facilities-related emergency/concern after hours, call 281-494-5467. Please be prepared to report the nature of the emergency and the location from which you are calling.

Assembly areas (map on back)

There are four (4) assembly areas located throughout the facility. The locations of these assembly areas were selected to maximize the safety of employees and to assist in communications concerning the status of the

emergency. When an evacuation occurs, proceed to the assembly area nearest you, monitor building windsocks for wind direction, and await further instructions. Do not re-enter the building until the "ALL CLEAR" (automated message on the emergency alarm system). Do not drive a vehicle in the parking areas unless authorized to do so by emergency management personnel.

Severe weather alert

In the case of a tornado or other severe weather notice, the severe weather alarm will be sounded. You should stay with your escort and immediately go to the nearest designated shelter area. Remain there until the all clear signal is given.

Harassment

Baker Hughes is committed to providing employees and others on the company premises with an environment free from illegal discrimination, including sexual harassment by anyone, including coworkers, supervisors, vendors, contractors, customers, or any third party.

Personal protection

Approved eye protection with attached side shields and lab coats are required in all labs throughout the facility.

Some labs require additional PPE such as H₂S or EO monitors. Approved eye protection and lab coats will be provided for visitors to the facility. Foot protection is also required in many areas. Open-toe or open-heel shoes are not permitted in area requiring foot protection.

Prohibited material/equipment

The possession of alcoholic beverages, illegal drugs, explosives and/or firearms is strictly forbidden at the facility. Any visitor/guest suspected of being under the influence of drugs or alcohol will not be permitted entrance.

Safety data sheets

If your visit includes the introduction of any chemicals, they must be accompanied by a current Safety Data Sheet (SDS).

Chemical Safety Data Sheets for chemicals at the Ginn Center are available upon request from your facility sponsor or Baker Hughes representative.

Smoking

Baker Hughes policy prohibits the sale or use of tobacco (smoking and smokeless) and tobacco related (electronic cigarettes and vaporizers) on Baker Hughes owned property and portions that are leased.

Stay alert

Watch out for moving vehicles: forklifts, cars, trucks and golf carts. Assume the other driver does not see you and act accordingly. Maximum speed limit within this facility is 10 MPH. Reverse parking is required at all Baker Hughes facilities. Remember that pedestrians always have the right-of-way.

Cellular phone use

Cell phones and other electronic devices are prohibited while driving any motor vehicle or while operating moving equipment on Baker Hughes property. Check with your Baker Hughes representative before using your cell phone.