



Badging and Access Policy

POLICY

The purpose of this Badging and Access Policy ("Policy") is to promote a safe and secure environment at Ameren Facilities for Ameren Employees, Contingent Worker Personnel and Visitors.

PERSONS AFFECTED

This Policy applies to all Ameren Employees, Contingent Worker Personnel, and Visitors seeking to access any Ameren Facility except: (i) the protected area of the Callaway Energy Center ("CEC"); and (ii) Restricted and NERC Protected Areas. The requirements for accessing the CEC and Restricted NERC Protected Areas are covered by separate policies specific to accessing those areas and are in addition to the policies set forth herein. This Policy also does NOT apply to delivery persons for companies like UPS, USPS, FED EX etc., or to persons working for waste collection companies; provided that, they do not have a need to remain in an Ameren Facility for reasons beyond their normal and routine business purposes. (Example: Delivery persons for UPS, USPS, or FED EX may only enter the lobby of St. Louis General Office Building (GOB) to drop off a package and must then immediately leave the building.)

DEFINITIONS

Unless otherwise defined herein, capitalized terms used throughout this Policy shall have the meaning proscribed to such capitalized terms in this Definitions section below.

Ameren: shall mean Ameren Corporation and each of its subsidiary companies.

Ameren Facility: shall mean any building normally occupied by five (5) or more Ameren Employees on a routine, day to day basis. Ameren Facilities include Ameren office buildings, training centers, energy center buildings, or work headquarters. This term does not include substations, substation control buildings, switchyards, or outside construction worksites.

Ameren Supervisor: shall mean the first Ameren management Employee in the hierarchal chain listed within Ameren's digital systems (PeopleSoft, AMAG, Scholar) as the "Contracting Manager" or "Supervisor" for such Contingent Worker Personnel or other Employees of Ameren.

BARS: shall mean Ameren's Badging Access Request System. The BARS program is used in the badging process to initiate requests for physical access to Ameren Facilities.

Consultant or Consultant Personnel: shall mean any person, that is not an Employee of Ameren, that is engaged by Ameren (other than as a Contractor) to perform services on one or more project assignments at an Ameren Facility and requires access to Ameren's digital systems to fulfill the purposes for which they were engaged. Consultant Personnel will be issued a "Q" badge, which will have a **red stripe** along the top of the "Q" badge. (Examples of Consultant Personnel include, but are not limited to, Guidant workers, staff augmented workers, re-engaged retirees/former employees, temporary workers, third party representatives, or external resources.)

Contingent Worker or Contingent Worker Personnel: shall mean any person that is contracted by Ameren, but is not an Employee of Ameren, that is hired to work on one or more project assignments at an Ameren Facility and has been issued either a Contractor Badge or a Consultant Badge, as applicable. This term includes Consultant Personnel, Contractor Personnel, or both. Until issued either a Contractor Badge or a Consultant Badge, all persons who would otherwise be classified as Contingent Worker Personnel will be considered a Visitor and must comply with all the rules of a visit.

****Contingent Workers must have criminal background and drug screen checks completed as required by the underlying contract procuring their services.**

Contingent Worker Supervisor: shall mean each individual that is not an Employee of Ameren, but is designated by an Employee of Ameren to serve as the single point of contact ("SPoC") for one or more Contingent Workers contracted to work on one or more project assignments at an Ameren Facility. The Contingent Worker Supervisor will be listed within Ameren's digital systems (PeopleSoft, AMAG, Scholar) as the "Contracting Manager" or "Supervisor" of the Contingent Worker. The Contingent Worker Supervisor may be the actual supervisor of the person or the SPoC for an external service provider.

Contractor or Contractor Personnel: shall mean any person engaged by Ameren that is not an Employee of Ameren that is engaged to perform on one or more project assignments at an Ameren Facility but does not have, or require, access to Ameren's digital systems to fulfill the purposes for which they were engaged. Contractor Personnel will be issued an "O" badge, which will have a **blue stripe** along the top of the "O" badge and have the word "contractor" printed on it. (Examples of Contractor Personnel include, but are not limited to, vendor, independent contractor, or outage contractor.)

Corporate Security: shall mean and include the Employees that work in the Corporate Security and Crisis Management function at Ameren and provide security related services for Ameren.

Employee: shall mean any individual employed by Ameren, classified as either management or union-represented personnel. Management Employees will be issued an "E" badge with a **green** stripe along the top of the "E" badge. Union-represented Employees will be issued a "C" badge with a green stripe along the top of the "C" badge.

Principle of Least Privilege: shall mean the principle utilized to grant physical access rights to Ameren Facilities to Contractor Personnel or Consultant Personnel at the minimum level essential for that individual to fulfil the project assignments for which they were hired.

Security: shall mean collectively all Contract Security personnel and Corporate Security personnel that provide security related services for Ameren.

Security Badging: shall mean Contract Security personnel and Corporate Security personnel who provide the essential functions of creating badges, printing badges and granting/removing physical access to badges. The Security Badging office is located on the first floor of the east building at the St. Louis GOB (Room E142)

Security Operations Center: shall mean the Security office(s) of Ameren which are in operation 24 hours per day, 7 days per week and are equipped with security-related systems, equipment, communications, procedures, activities, and Security personnel, and which are operated to provide and assist with the physical protection of all Ameren Facilities, Ameren's physical assets and properties, Ameren's Employees, Contingent Worker Personnel and Visitors. The Security Operations Center located in St. Louis (at the GOB) can be reached by calling 314-554-2100. The Security Operations Center located in Decatur, IL can be reached by calling 217-424-8256.

Tailgating: shall mean the physical security breach and violation of this Policy that occurs when any person goes through a door equipped with a card access device by following a badged Employee or Contingent

Worker who has just swiped their badge to provide entry to an Ameren Facility. Tailgating of any kind is strictly prohibited even if the person tailgating is authorized to access the secured area of the Ameren Facility. Tailgating also is sometimes referred to as piggybacking.

Visitor: shall mean any person who is not an Employee or Contingent Worker seeking access to an Ameren Facility. Visitor includes, but is not limited to, Visitors on site to meet with Ameren Employees, perform building repairs, or conduct product installations and maintenance. Visitors also include vendors who have no established contract with Ameren.

BADGING AND ACCESS

A. Employee Badge:

- All Employees of Ameren will be issued a photo identification badge with a **green stripe** on the top ("Employee Badge").
- All issued Employee Badges will be valid for a period not to exceed seven (7) years from the date of issuance. An expired Employee Badge must be replaced with a new Employee Badge with an updated photo no later than thirty (30) days after expiration.
- Authorized access privileges to Ameren Facilities encoded into each Employee Badge will be determined based on the specific needs of the Employee and at the discretion of their supervisor.
- All Employees must present their own valid Employee Badge to gain access to an Ameren Facility.
 - An Employee Badge may not be traded, loaned, or shared and shall be worn only by the Employee to whom it was issued.
 - Employees may not loan or use their Employee Badge to provide unauthorized access to an Ameren Facility to another person for any reason.
 - "Tailgating" access to any Ameren Facility is strictly prohibited. No Employee shall permit others to access an Ameren Facility by Tailgating on such Employee's authorized access. Employees that witness someone Tailgating to gain access to an Ameren Facility shall report the details of the Tailgating incident to the Security Operations Center immediately.
- Upon gaining access to an Ameren Facility, the Employee Badge must be worn at all times in a manner that makes the Employee Badge easily visible to others, as follows:
 - on the outermost garment of the Employee, and
 - above the waist, on the front of the Employee.
 - If an Employee reasonably believes that properly wearing an Employee Badge creates a safety risk during a particular task, the Employee will be excused from wearing the Employee Badge during the performance of that task. If an Employee has any questions regarding this safety exception, they should contact his/her supervisor.
- Any Employee wearing an Employee Badge is authorized to escort Visitors. When an Employee is serving as an escort, the Employee is accountable for the person(s) they are escorting and is required to adhere to the Escorting Requirements set forth in this Policy.
- If an Employee forgets to bring his/her Employee Badge to work, such Employee must obtain a temporary badge before gaining access to the Ameren Facility.
- Any Employee Badge that becomes damaged so that the picture and/or the name are not clearly visible and readable must be replaced with a new Employee Badge as soon as possible.
- Any Employee whose name changes must seek a new Employee Badge within thirty (30) days of the name change.
- When an Employee Badge is lost or stolen, it must be reported immediately to Security Badging so that it can be deactivated and a new Employee Badge issued as soon as possible.
 - The Employee should contact Security Badging at 314-554-2960 between 6:00 AM and 5:00 PM Monday thru Friday, and after hours, on weekends and holidays, the Security Operations Center at 314-554-2100, to report its lost/stolen Employee Badge.
 - The first replacement Employee Badge will be issued as soon as practical, upon request, but subsequent requests for a replacement Employee Badge shall have a 7-day waiting period. Exceptions to this waiting period may be made by the Director of Corporate Security (or his/her designee), when requested by the supervisor of the Employee who lost the Employee Badge.

- Each Employee should turn in their Employee Badge to his/her supervisor (or designee) upon retirement or resignation.

B. Consultant Personnel Badge:

- Consultant Personnel that are authorized to enter an Ameren Facility will be issued a photo identification badge with a **red stripe** on the top ("Consultant Badge")
- All issued Consultant Badges will be valid for a period not to exceed the lesser of: (i) the duration of the contract pursuant to which they are providing services to Ameren, or (ii) seven (7) years.
- Authorized access privileges to Ameren Facilities encoded into each Consultant Badge will be determined based on the specific needs of the Consultant and at the discretion of their Ameren Supervisor.
- All Consultant Personnel must present their own valid Consultant Badge to gain access to an Ameren Facility.
 - A Consultant Badge may not be traded, loaned, or shared and shall be worn only by the Consultant to whom it was issued.
 - Consultant Personnel may not loan or use their Consultant Badge to provide unauthorized access to an Ameren facility to another person for any reason.
 - "Tailgating" access to any Ameren Facility is strictly prohibited. No Consultant Personnel shall permit others to access an Ameren Facility by Tailgating on such Consultant's authorized access. Consultant Personnel that witness someone tailgating to gain access to an Ameren Facility shall report the details of the Tailgating incident to the Security Operations Center immediately.
- Upon gaining access to an Ameren Facility, the Consultant Badge must be worn at all times in a manner that makes the Consultant Badge easily visible to others, as follows:
 - on the outermost garment of the Consultant, and
 - above the waist, on the front of the person
 - If any Consultant Personnel reasonably believes that properly wearing a Consultant Badge creates a safety risk during a particular task, the Consultant will be excused from wearing the Consultant Badge during the performance of that task. If Consultant has any questions regarding this safety exception, they should contact his/her Ameren Supervisor.
- Consultant Personnel wearing a Consultant Badge are authorized to escort Visitors at an Ameren Facility. When Consultant Personnel is serving as an escort, the Consultant is accountable for the person(s) they are escorting and is required to adhere to the Escorting Requirements set forth in this Policy.
- If any Consultant Personnel forgets to bring his/her Consultant Badge to an Ameren Facility, the Consultant must obtain a temporary badge from Security Badging before gaining access to the Ameren Facility.
- Any Consultant Badge that becomes damaged so that the picture and/or the name are not clearly visible and readable must be replaced with a new Consultant Badge as soon as possible.
- Any Consultant Personnel whose name changes must seek a new Consultant Badge within thirty (30) days of the name change.
- When a Consultant Badge is lost or stolen, it must be reported immediately to Security Badging so that it can be deactivated and a new Consultant Badge issued as soon as possible.
 - The Consultant should contact Security Badging at 314-554-2960 between 6:00 AM and 5:00 PM Monday thru Friday, and after hours, on weekends and holidays, the Security Operations Center at 314-554-2100, to report its lost/stolen Consultant Badge.
 - The first replacement Consultant Badge will be issued as soon as practical, upon request, but subsequent requests for a replacement Consultant Badge shall have a 7-day waiting period. Exceptions to this waiting period may be made by the Director of Corporate Security (or his/her designee), when requested by the Ameren Supervisor of the Consultant who lost the Badge.
- Consultant Badges will be replaced every seven (7) years and updated with a new photo.
- Consultant Personnel should turn in their Consultant Badge to his/her supervisor (or designee) upon completion or termination of the contract pursuant to which they are providing services to Ameren or upon their resignation or termination from the company for which they are working.

C. Contractor Personnel Badge:

- Contractor Personnel that are authorized to enter an Ameren Facility will be issued a photo identification badge with the word “**contractor**” printed on it and with a **blue stripe** on the top ("Contractor Badge").
- All issued Contractor Badges will be valid for a period not to exceed the lesser of: (i) the duration of the contract pursuant to which they are providing services to Ameren, or (ii) seven (7) years.
- Authorized access privileges to Ameren Facilities encoded into each Contractor Badge will be determined based on the specific needs of the Contractor and at the discretion of their Ameren Supervisor.
- All Contractor Personnel must present their own valid Contractor Badge to gain access to an Ameren Facility.
 - A Contractor Badge may not be traded, loaned, or shared and shall be worn only by the Contractor to whom it was issued.
 - Contractor Personnel may not loan or use their Contractor Badge to provide unauthorized access to an Ameren Facility to another person for any reason.
 - "Tailgating" access to any Ameren Facility is strictly prohibited. No Contractor Personnel shall permit others to access an Ameren Facility by Tailgating on such Contractor Personnel's authorized access. Contractor Personnel that witness someone tailgating to gain access to an Ameren Facility shall report the details of the tailgating incident to the Security Operations Center immediately.
- Upon gaining access to an Ameren facility, the Contractor Badge must be worn at all times in a manner that makes the Contractor Badge easily visible to others, as follows:
 - on the outermost garment of the Contractor, and
 - above the waist, on the front of the person
 - If any Contractor Personnel reasonably believes that properly wearing a Contractor Badge creates a safety risk during a particular task, the Contractor personnel will be excused from wearing the Contractor Badge during the performance of that task. If Contractor Personnel has any questions regarding this safety exception, they should contact his/her Ameren Supervisor.
- In limited circumstances, certain Contractor Personnel wearing a Contractor Badge authorized by an Ameren Supervisor may have limited authorization to escort Visitors. When Contractor Personnel is serving as an escort, the Contractor is accountable for the person(s) they are escorting and is required to adhere to the Escorting Requirements set forth in this Policy. All other Contractor Personnel are not permitted to serve as an Escort.
- If any Contractor Personnel forgets to bring his/her Contractor Badge to an Ameren Facility, the Contractor must obtain a temporary badge from Security Badging before gaining access to the Ameren Facility.
- Any Contractor Badge that becomes damaged so that the picture and/or the name are not clearly visible and readable must be replaced with a new Contractor Badge as soon as possible.
- Any Contractor Personnel whose name changes must seek a new Contractor Badge within thirty (30) days of the name change.
- When a Contractor Badge is lost or stolen, it must be reported immediately to Security Badging so that it can be deactivated and a replacement Contractor Badge issued as soon as possible.
 - The Contractor should contact Security Badging at 314-554-2960 between 6:00 AM and 5:00 PM Monday thru Friday, and after hours, on weekends and holidays, the Security Operations Center at 314-554-2100, to report its lost/stolen Contractor Badge.
 - The first replacement Contractor Badge will be issued as soon as practical, upon request, but subsequent requests for a replacement Contractor Badge shall have a 7-day waiting period. Exceptions to this waiting period may be made by the Director of Corporate Security (or his/her designee), when requested by the Ameren Supervisor of the Contractor who lost the Badge.
- Contractor Badges will be replaced every seven years and updated with a new photo.
- Contractor Personnel should turn in their Contractor Badge to his/her Ameren Supervisor (or designee) upon completion or termination of the contract pursuant to which they are providing services to Ameren or upon their resignation or termination from the company for which they are working.

D. Visitor Badge:

- Visitors authorized to enter an Ameren Facility will be issued a visitor badge with the word “**visitor**” printed on it (“Visitor Badge”).
- Visitor badges will hang from a **red lanyard** and have a **red stripe** under the Visitor's photo, except:
 - On occasion, when large groups of Visitors are attending the same event, the Visitor Badge may be on a red lanyard with a **plain yellow** badge hanging from it (this usually occurs at the St Louis GOB).
- Upon gaining access to an Ameren Facility, the Visitor Badge must be worn at all times in a manner that makes the Visitor Badge easily visible to others, as follows:
 - on the outermost garment of the Visitor, and
 - above the waist, on the front of the person
- All Visitor Badges will be valid only for the day on which they are issued.
- Visitor are required to return their Visitor Badge to Contract Security at the end of the day as they exit the Ameren Facility.
- Visitors do not have authorized access to any Ameren Facility and must be escorted at all times by an Employee or Contingent Worker Personnel with escorting privileges and may not serve as an escort to others.
- Any person seeking access to an Ameren Facility as a Visitor shall not be allowed entry if such person is on Ameren's security barred list, unless preapproved by Ameren's Director of Corporate Security.

PROCESS FOR OBTAINING NEW BADGE

A. Employee Badging Process:

- An Employee that needs a new Employee Badge due to expiration or an Employee name change shall within thirty (30) days of such expiration or Employee name change obtain a new Employee Badge in one of the following ways:
 - If the Employee works at the St. Louis GOB, the Employee should secure a new Employee Badge by visiting the Security Badging office located on the first floor east (Room E142)
 - If the Employee does not work at the St. Louis GOB, their supervisor may submit a request for the Employee Badge by email by including the following:
 - a new/current photograph of the Employee that meets the following requirements:
 - the photo must be submitted in .jpg format
 - the photo must be taken in front of a blank white surface (no lines, artwork, etc. in background)
 - the Employee may not wear sunglasses, facial piercings, or headgear (including Bluetooth) of any kind in the photo
 - the photo must be taken with good lighting, so that the Employee is clear and visible
 - the Employee must be facing forward, and the Employee's eyes must be open and visible
 - the photo must clearly capture the Employee holding at chest level a sheet of white paper with the Employee's last name and employee number written legibly on it so that Security may identify the Employee in the picture.
 - Examples of acceptable and unacceptable Employee Badge photos are shown at the end of this Policy.

B. Contingent Worker Personnel Badging Process:

- Contingent Worker Personnel that need a new Badge due to expiration or a name change shall within thirty (30) days of such expiration or name change obtain a new Badge in one of the following ways:
 - If the Contingent Worker works at the St. Louis GOB, the Contingent Worker should secure a new Badge by visiting the Security Badging Office located on the first floor east (Room E142)
 - If the Contingent Worker does not work at the St. Louis GOB, their Ameren Supervisor (or, if approved by the Director of Corporate Security, a Contingent Worker Supervisor) may submit a request for the Badge by email by including the following:
 - a new/current photograph of the Contingent Worker that meets the following requirements:

- the photo must be submitted in .jpg format
- the photo must be taken in front of a blank white surface (no lines, artwork, etc. in the background)
- the Contingent Worker may not wear sunglasses, facial piercings, or headgear (including Bluetooth) of any kind in the photo
- the photo must be taken with good lighting, so that the Contingent Worker is clear and visible
- the Contingent Worker must be facing forward, and the Contingent Worker's eyes must be open and visible
- the photo must clearly capture the Contingent Worker holding at chest level a sheet of white paper with the Contingent Worker's first name, middle initial and last name written legibly on it so that Security may identify the Contingent Worker in the picture.
- Examples of acceptable and unacceptable Badge photos are shown at the end of this Policy.

ESCORTING RESPONSIBILITIES

Employees, Consultant Personnel and Contractor Personnel (each an "Escort") who are exercising their escort authority pursuant to this Policy must adhere to the following escorting requirements:

- Escorts must inform the person they intend to escort prior to that person coming to an Ameren Facility that they need to bring a government issued, photo ID and present it to Contract Security in order to obtain a Visitor Badge, or they will not be allowed access to the Ameren Facility.
- Once a Visitor Badge is issued to the person(s) being escorted, the Escort must instruct the Visitor to wear the Visitor Badge visibly displayed on the outer most garment and above the waist at all times.
- The Escort is accountable for ensuring the Visitor adheres to all applicable restrictions set forth in this Policy while such Visitor is at an Ameren Facility.
- The Escort shall keep the Visitor in sight at all times while he/she is at an Ameren Facility.
- When a Visitor needs to use the restroom, the Escort may wait outside the restroom door
- The Escort shall ensure that the Visitor is not disruptive to any Ameren business operations.
- The Escort shall not permit the Visitor to visit other Employees the Visitor has not scheduled an appointment to see.
- The Escort shall accompany the Visitor back to the Contract Security desk upon departure to ensure that the Visitor returns the Visitor Badge when the visit is over.
- The Escort shall accompany the Visitor back to the Contract Security desk upon departure to ensure that the Visitor returns the Visitor Badge when the visit is over.
- If at any time during the Visitor's presence at an Ameren Facility the Escort desires to cede escorting responsibility for such Visitor to another person with escort authority, the person accepting responsibility for escorting the Visitor must verbally acknowledge to the original Escort that they have accepted this responsibility.

BADGING ACCESS POLICY - RESPONSIBILITIES

A. Ameren Supervisor:

- Each Ameren Supervisor shall have the following roles and responsibilities with respect to the implementation of this Policy:
- Reading and periodically reviewing the requirements set forth in this Policy.
- Enforcing the terms and conditions of this Policy with respect to each Employee and/or Contingent Worker Personnel for which they supervise.
- Indicating to Security for each of its Employee reports through the badging request process, the physical access rights to restricted areas within Ameren Facilities that are necessary for each to perform the duties for which they have been hired to perform.

- Indicating to Security for each of its Contingent Worker Personnel reports through the badging request process, the physical access rights to restricted areas within Ameren facilities that are necessary for each to perform the duties for which they have been hired to perform.
- Refraining from granting unjustified access to Ameren Facilities that are non-essential for its Contingent Worker Personnel to perform the work for which they were hired.
- Requesting/approving access to additional Ameren Facilities only when the business need is understood and justifies such additional access rights.
- Notifying Security if physical access of any Employee or Contingent Worker Personnel should be revoked no later than 24 hours after the retirement, resignation, or termination of each of such Employee or Contingent Worker Personnel and collecting, as applicable, the Employee Badge, the Consultant Badge or the Contractor Badge.
- On a semi-annual basis verify that the access rights granted to Consultant Personnel remain necessary or should be terminated.
- Ensuring that each Employee and Contingent Worker Personnel reporting to them understand the requirements, and adhere to the terms and conditions, of this Policy.
- Notifying their next level of leadership and the Security Operations Center when they become aware of a potential non-compliance with this Policy.
- Reviewing on a semi-annual basis, a system generated Unused Access report ("Report") which is sent to every Ameren Supervisor who manage Contingent Worker Personnel. The Report identifies Contingent Worker Personnel who have not swiped into an Ameren Facility in the past six (6) months. It is the responsibility of the Ameren Supervisor to promptly review the Report to verify that each of their Contingent Worker Personnel reports continues to have a valid business need for the physical access. If access is no longer required to an Ameren Facility, the Ameren Supervisor will immediately call 314-554-2100 to notify Corporate Security to have the access removed.
- Authorize a Contingent Worker Supervisor to fulfill the roles and responsibilities of the Ameren Supervisor under this Policy by notifying Security that such Contingent Worker Supervisor shall be the single point of contact ("SPoC") for certain Contingent Worker Personnel.
- Regularly monitor and verify that an authorized Contingent Worker Supervisor is complying with this Policy and such Contingent Worker Supervisor is enforcing the terms and conditions of this Policy with respect to the Contingent Worker Personnel that report to the Contingent Worker Supervisor.
- Each Ameren Supervisor shall have a limited span of control:
 - An Ameren Supervisor's span of control dictates the number of Contingent Worker Personnel that should be assigned to such Ameren Supervisor. Span of control will be determined by the Ameren Supervisor's leadership and based on departmental requirements.
 - An Ameren Supervisor should not be directly responsible for more than 50 Consultant Personnel or more than 100 Contractor Personnel at any one time.
 - Exceptions can be made to the span of control limits of an Ameren Supervisor by the Ameren Supervisor's leadership. Requests for exceptions to the span of control limits will take into consideration the size of the project and whether large numbers of Contractors are involved to perform work on a project at a single Ameren Facility.

B. Contingent Worker Supervisor:

- Each Contingent Worker Supervisor shall have the following roles and responsibilities with respect to the implementation of this Policy:
- Reading and periodically reviewing the requirements set forth in this Policy.
- Enforcing the terms and conditions of this Policy with respect to all Contingent Worker Personnel for which they supervise.
- Indicating to Security for each of its Contingent Worker Personnel through the badging request process, the physical access rights to Ameren Facilities that are necessary for each Contingent Worker to perform the duties for which they have been hired to perform. Absent a specific request,

the default authorization will be limited to the work location of the Contingent Worker. All such access requests by the Contingent Worker Supervisor will be subject to the approval of an Ameren Supervisor.

- Refraining from granting unjustified access to Ameren Facilities that are non-essential for its Contingent Worker Personnel to perform the work for which they were hired.
- Requesting/approving access to additional Ameren Facilities only when the business need is understood and justifies such additional access rights.
- Notifying Security if physical access of any Contingent Worker Personnel should be revoked no later than 24 hours after the retirement, resignation, or termination of such Contingent Worker and collecting, as applicable, the Consultant Badge or the Contractor Badge.
- On a semi-annual basis verify that the access rights granted to Contingent Workers remain necessary or should be terminated.
- Being responsible for ensuring that the Contingent Worker Personnel reporting to them understand the requirements, and adhere to the terms and conditions, of this Policy.
- Promptly notifying their Ameren Supervisor contact as soon as becoming aware of a potential non-compliance with this Policy.
- Regularly reviewing the Contingent Worker Personnel for which they are responsible in order to promptly communicate changes in employment status, contract status, or access rights to Corporate Security as needed.
- Reviewing on a semi-annual basis, a system generated Unused Access report ("Report") which will be sent to every Contingent Worker Supervisor who manage Contingent Worker Personnel. The Report identifies Contingent Worker Personnel who have not swiped into an Ameren Facility in the past six (6) months. It is the responsibility of the Contingent Worker Supervisor to promptly review the Report to verify that each Contingent Worker continues to have a valid business need for the physical access. If access is no longer required to an Ameren Facility, the Contingent Worker Supervisor will immediately notify Corporate Security to have the access removed.
- Each Contingent Worker Supervisor shall have a limited span of control:
 - A Contingent Worker Supervisor's span of control dictates the number of Contingent Worker Personnel that should be assigned to such Contingent Worker Supervisor. Span of control will be determined by the Ameren Supervisor (or his/her leadership) that designated authority to the Contingent Worker Supervisor. The span of control will be based on project requirements.
 - A Contingent Worker Supervisor should not be directly responsible for more than 50 Consultant Personnel or more than 100 Contractor Personnel at any one time.
 - Exceptions can be made to the span of control limits of a Contingent Worker Supervisor by the Ameren Supervisor (or his/her leadership) that designated authority to the Contingent Worker Supervisor. Requests for exceptions to the span of control limits will take into consideration the size of the project and whether large numbers of Contractors are involved on a project.
 - Exceptions also can be made by the Ameren Supervisor (or his/her leadership) that designated authority to the Contingent Worker Supervisor for the number of Contingent Worker Personnel assigned under a Contingent Worker Supervisor that is a SPoC.

C. Contract Security (Uniformed) Responsibility:

- Each Contract Security personnel shall have the following roles and responsibilities with respect to the implementation of this Policy:
 - Reading and periodically reviewing the requirements set forth in this Policy.
 - Enforcing the terms and conditions of this Policy with respect to all Employees, Contingent Worker Personnel and Visitors.
 - When a valid request for a new or replacement Employee Badge, Contractor Badge or Consultant Badge is requested, promptly issue such new or replacement badge.

- When a Visitor seeks access to an Ameren Facility, perform the required checks (i.e. make sure the Visitor has not been barred and has proper government issued photo ID), and if such Visitor is authorized to enter the Ameren Facility, issue a Visitor badge.
- Call the designated Escort (e.g. Employee or his/her designee) to come to the front desk to escort the visitor.
- When a Visitor shows up unannounced, the Contract Security officer at the front desk shall call the Employee the Visitor requested to see and ask if he/she is able and willing to accept the Visitor and be the Visitor's Escort.
- Once the Escort arrives to greet the Visitor, allow the Visitor accompanied by the Escort to enter the Ameren Facility.
- If an unannounced Visitor is from any government or law enforcement agency ("Law Enforcement Visitor"), an attorney from the Corporate Legal department should be contacted to determine whether entry should be approved.
 - If an attorney approves the access of the Law Enforcement Visitor, the attorney or a designee of the attorney should meet the Law Enforcement Visitor at the front desk and serve as an escort for the Law Enforcement Visitor at the Ameren Facility.
 - An appropriately uniformed Law Enforcement Visitor will not be required to wear a Visitor Badge while being accompanied by an Escort at the Ameren Facility.
- Retrieve the Visitor Badges from each Visitor when the Visitor is exiting the Ameren Facility.
- Contract Security located at Energy Centers may code a Contractor Badge at the site for single site access (via AMAG) with approval from the appropriate Ameren Leadership or their delegate.

D. Corporate Security (Ameren Employees) Responsibility

- Corporate Security personnel shall have the following roles and responsibilities with respect to the implementation of this Policy:
 - Reading and periodically reviewing the requirements set forth in this Policy.
 - Enforcing the terms and conditions of this Policy with respect to all Employees, Contingent Worker Personnel and Visitors.
 - Monitor Contract Security personnel to ensure that they adhere to the terms and conditions of this Policy when enforcing the Policy (e.g. ensuring that the least privileged principal for providing physical access to Ameren Facilities is applied to coding badges when access is requested).
 - On a semi-annual basis, sample Contingent Worker Personnel from the Unused Access Report and email the Ameren Supervisor or Contingent Worker Supervisor to confirm that the access of the Contingent Worker Personnel is still needed.
 - Remove access rights of any Contingent Worker Personnel that the Ameren Supervisor or Contingent Worker Supervisor indicates are no longer needed.
 - Retain all email correspondence and any other supporting documentation associated with the Unused Access Report review process on Corporate Security's secure SharePoint site.
 - Escalate issues of noncompliance by an Ameren Supervisor or a Contingent Worker Supervisor with the Unused Access Report semi-annual review process to either the Director of Corporate Security or the appropriate Business line leadership.

ENFORCEMENT

- If any Employee or Contingent Worker Personnel should see a person with a Visitor Badge with a red lanyard and words VISITOR on it, unaccompanied by an Escort, he/she shall ask the Visitor who and where his/her Escort is and escort the Visitor to that person. If the person refuses to accompany the Employee or Contingent Worker Personnel, the Employee or applicable Contingent Worker Personnel will report this person, including their description and location to the Security Operations Center immediately by calling:
 - For Missouri: 314-554-2100
 - For Illinois: 217-424-8256

- If any Employee or Contingent Worker Personnel should see a person inside an Ameren Facility with no badge, they shall question the person about their badge and escort the person either to where their badge is or to where a temporary badge may be obtained. If the person refuses to accompany the Employee or Contingent Worker Personnel, the Employee or Contingent Worker Personnel will report this person, including their description and location to the Security Operations Center immediately by calling:
 - o For Missouri: 314-554-2100
 - o For Illinois: 217-424-8256
- Employees at Ameren Facilities that do not have front desk Contract Security officers are accountable to abide by all applicable portions of this Policy to help ensure only authorized persons have access to Ameren Facilities.
- Ameren reserves the right to inspect backpacks, purses, bags, containers, laptops, hardware devices etc. of any Employee, Contingent Worker Personnel, or Visitor prior to entry to and exit from any Ameren Facility.
- Any violation of this policy by an Employee may result in disciplinary action up to and including termination.
- Any violation of this policy by Contingent Worker Personnel or Visitor may result in badge privileges being revoked.

AMENDING THE POLICY

- A. This Policy will be periodically reviewed by the Corporate Security and Crisis Management Steering Committee ("Steering Committee"). The Steering Committee is a standing committee that was established to provide advisory, oversight, governance and strategic leadership regarding the Crisis Management, Business Continuity, Corporate Security, and Provisioning programs and initiatives.
- B. Requests for changes to the Policy should be made in writing to the Director of Corporate Security.
- C. The Director of Corporate Security will review each submitted change proposal and present it to the Steering Committee for consideration. If deemed necessary, the person seeking the change to the Policy will be invited to present the proposed change and the basis for the change to the Steering Committee.
- D. The Steering Committee will review and deliberate the proposed change and vote on whether the Policy should be change to reflect the proposal. The Director of Corporate Security will work with counsel to amend the Policy as directed by the Steering Committee.
- E. The basis for approving a change to this Policy by the Steering Committee shall be that the proposed change must further or enhance the overarching goal of keeping Ameren secure and resilient.

FREQUENTLY ASKED QUESTIONS SECTION

Does this Policy apply when a Visitor seeks access to an Ameren Facility that does not have Contract Security officers? YES.

- This Policy applies to any Visitor seeking access to any Ameren Facilities, even those without the onsite presence of Contract Security officers.
- Employees that work at Ameren Facilities that do not have onsite Contract Security officers must request Visitor Badges from Security Badging in anticipation of, and to administer to, any Visitors seeking access to the Ameren Facility.
- The Visitor Badges should be kept in a secure location at the Ameren Facility when not in use.
- A Visitor log (available on the Corporate Security SharePoint site) must be maintained at such Ameren Facility and made available for review and inspection at the request of Corporate Security.
- Any person on Ameren's security barred list is not allowed to enter any Ameren Facility as a Visitor under any circumstances, unless preapproved by Ameren's Director of Security. (Call the Security Operations Center to find out if a person is barred from entering Ameren buildings.)

May certain designated areas within an Ameren Facility be approved so that Visitors do not require an Escort? YES

- In certain limited circumstances that are approved by the Director of Corporate Security, areas may be approved for unescorted Visitor access, but only if the following requirements are met:
 - The “designated area” must be a fully secured area separated from Ameren offices (or other Ameren areas) by doors with card readers.
 - The area cannot be a Restricted NERC Protected Area.
- An example of a fully secured, "designated area" approved for unescorted Visitors would be a specific area of an Ameren Facility housing classrooms or meeting rooms, which lead to a common hallway containing restrooms. If a Visitor cannot leave this general hallway without a card swipe, as is the case at the DRC, the Visitor may be unescorted going from the classroom to the restroom.

Should I retrieve the Contingent Worker Badge from a Contingent Worker at the conclusion of such Contingent Worker’s assignment? YES

- A reasonable effort should be made to by the Ameren Supervisor or the Contingent Worker Supervisor to retrieve the Contingent Worker Badge within a reasonable time after completion of each Contingent Worker’s assignment.
- The completion of a Contingent Worker's assignment occurs when the Contingent Worker no longer has a current or pending business need to gain access to an Ameren Facility.
- At the reasonable discretion of the Ameren Supervisor or the Contingent Worker Supervisor, a Contingent Worker may retain the Contingent Worker Badge at the end of an assignment when such Contingent Worker will need a Contingent Worker Badge for future Ameren work assignments.
- All retrieved Contingent Worker Badges are to be returned to Corporate Security by mailing them to:

Ameren Services
 P.O. Box 66149, MC 1330
 St. Louis, MO 66149-6149

What should I do if a Contingent Worker needs to convert his/her badge from a Contractor Badge to a Consultant Badge or vice versa?

- If there is a need to convert the badge type from Contractor Badge (O badge) to Consultant Badge (Q badge) or vice versa due to change related to need for logical/computer access, the old badge should be collected when the new badge is issued.
- The old badge should be returned to Corporate Security at the address listed above.

How do I request a change to the physical access rights for an Employee or Contingent Worker Personnel?

- To request a change to the physical access rights of any Employee or Contingent Worker Personnel, the supervisor, Ameren Supervisor or Contingent Worker Supervisor should go to Scholar, Applications, and access BARS.
- Once in BARS, the appropriate access rights should be requested for the Employee or Contingent Worker Personnel.
- After the change to the access rights have been properly entered into BARS, the supervisor, or Ameren Supervisor will receive an email notification that an access rights change request has been entered into BARS for review and approval.
- Provided the requested change to the access rights is correct, the supervisor or Ameren Supervisor, as applicable, may approve the change to the access rights.
- When a change to the access rights of an Employee or Contingent Worker is to terminate access due to termination, resignation, job transfer, or completion of assignment, such revocation of access rights can be accomplished by entering the last day of needed access rights in PeopleSoft or BARS.

	EMPLOYEE	CONSULTANT	CONTRACTOR	VISITORS
BADGE COLOR	Green	Red	Blue	Visitor badges will hang from a red lanyard and have a red stripe under the Visitor's photo, except: on occasion, when large groups of Visitors are attending the same event, the Visitor Badge may be on a red lanyard with a plain yellow badge hanging from it.
DURATION	Must be renewed every 7 years	Must be renewed every 7 years	Limited to specific assignment Expires due to inactivity. May be 15 days, 90 days, or 1 year depending on circumstances	Limited to the time of a single visit (1 day or less)
PHYSICAL ACCESS**	General access Restricted and protected <u>as needed</u>	May have some limited access <u>if</u> required by the assignment. Restricted and protected <u>as needed</u>	May have some limited access <u>if</u> required by the assignment. Restricted and protected <u>as needed</u>	NONE
COMPUTER ACCESS	YES	Only when the job assignment requires Ameren computer use	NO	NO
REQUIREMENTS	Hired by Ameren as full or part time employee	Form # 5393 NS must be completed by appropriate personnel and must be renewed every 6 months in PeopleSoft	Written request by supervisor. Must be properly identified at the time of badge issuance	Must present government issued photo ID
MAY BE AN ESCORT TO VISITOR AT AMEREN FACILITY	YES	YES	NO	NO
MAY BE AN ESCORT TO VISITOR ON WORKSITE	YES	YES	YES	NO
MUST HAVE AN ESCORT AT/ON AMEREN FACILITY OR PROPERTY	NO	NO	NO	YES

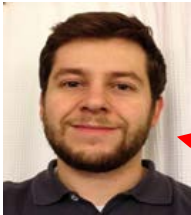
Examples of Badges

Acceptable

Unacceptable



Lines in background



Wall is not flat






Employee turned sideways, bad lighting and wall is brown

How to send in pictures when requesting a new or replacement badge:



****Send in your picture standing against a blank white surface holding a piece of paper at chest level showing your name and employee id to securitybadging@ameren.com****

<u>Owner</u>	<u>Sponsor</u>	<u>Approval</u>
Terry Roberds Director, Corporate Security	Tim Reagan Vice President, Corporate Security & Crisis Management	Tim Herrmann SVP, Corporate Safety, Security & Operation Oversight
 _____	 _____	 _____
X	X	X
Date: 06.18.2020	Date: 06.18.2020	Date: 06.18.2020

