



Physical Security and Visitor Policy

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Disclaimer: This policy was created by Tissue Analytics, Inc. (TA) for the sole use of its employees and clients.

1. Overview

Physical security is essential for ensuring the safety of individuals and equipment residing in TA's physical offices. Airtight practices for protecting TA's physical locations from unwanted intruders/visitors from viruses ensure that TA physical locations are safe.

2. Purpose

The purpose of this policy is to establish standards for the setup of the security practices at TA's physical office locations. Effective implementation of this policy will eliminate the presence of unauthorized or unwanted intruders at TA's physical locations.

3. Scope

All employees, contractors, consultants, temporary and other workers at TA and its subsidiaries must adhere to this policy. This policy applies to any physical location owned by TA where employees may work.

4. Policy

4.1 General Requirements

4.1.1 Office/building must be guarded by a security officer at all times during regular business hours

4.1.2 Office building must be protected by key-card access and locked during non-business hours

4.1.3 TA office must be locked during non-business hours

4.1.4 Any financial documents must be locked in a safe or drawer at all times

4.1.5 PHI cannot be stored on physical devices, disks or drives kept in the office.

4.1.6 A log of all visitors must be kept, including time of arrival and departure, and these logs must be available upon request.

4.1.7. Any visitors claiming they intend to visit a TA office must be vetted by a TA employee before they are allowed to enter the office.

Compliance

5.1 The TA Information Security team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, business tool reports, internal and external audits, and feedback to the policy owner.

Definitions and Terms

- **Amazon Web Services (AWS):** A collection of remote computing services that together make up a cloud computing platform, offered over the Internet by amazon.com.

Revision History

Date of Change	Version Number	Responsible	Summary of Change