

## Protocol Briefing for Conducted Tours



EDF Energy is the UK's leading generator, supplier and distributor of low carbon energy. We produce almost one-quarter of the nation's electricity from our nuclear, coal and gas power stations, wind farms, and combined heat and power plants. We have a focus on safe, dependable energy generation and an ethos of service excellence. Together we intend to play a leading role in new nuclear build in the UK and secure a bright future for the combined business and its employees.

When visiting our EDF Energy Nuclear Generation (NG) locations there are a number of safety and security requirements that will need to be undertaken by you as a visitor and also by your locations host.

### Preparing for your Tour

Before arriving at your tour location you will be required to supply some personal details such as your:

- Name
- Date of Birth
- Nationality
- Home Address
- Sponsoring Organisation (if any)

**Entry to the location cannot proceed without the requested information being given by you.**

If you are a non UK citizen i.e. do not hold a current valid UK Passport, you may be required to complete a "Non British Citizens Entry Check Form" which will be supplied by the location.

To allow sufficient time for the form to be processed, please return it to the host at the location you are to visit, 20 working days ahead of the visit date. **Entry to the location cannot proceed without the requested information being provided by you.**

You will need to bring some photographic proof of identification which confirms your nationality with you on the day of the visit. The preferred proof of identification is a current valid Passport. All other forms of photographic proof of identification i.e. driving licence will also require submission of a birth certificate (long version with parents details thereon) if you were born in the UK or a "Non British Citizens Entry Check Form" (if you were born outside of the UK).

Proof of identity is required for all visitors aged 16 and over unless identity is being verified by an accompanying adult (visitors aged 18 years and under who are in primary or secondary education and who are part of a group visit organised by their educational establishment).

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### On the day of your Tour

When you arrive at the location you will be met by your host, who will give you a full safety brief and issue you with personal protective equipment (PPE) before the tour starts.

Tour Guides or Security Staff at the location will confirm:

- Your personal details
- Check your proof of identification and take a copy for their records

- That you have no personal bags, mobile phones, cameras, recording devices (all these items are prohibited and must be left in your vehicle before the start of the visit, they will not be allowed onto the location) **If you have any special requirements such as the need to carry medication, please notify your host in advance of the tour.**
- That you have read and signed a Security Declaration Form

### **Checking your photographic proof of identity**

Tour Guides or Security staff will need to check your photographic proof of identity in your presence. If you have any concerns about this check, please notify your host in advance of the tour so that adequate arrangements can be made. **Entry to the location cannot proceed without this check being carried out.**

### **Personal searches**

You will be asked to consent to a personal search which will be conducted using a handheld metal detector and/or an explosive vapour detector. **Entry to the location cannot proceed without your consent to a personal search.**

### **Personal responsibility regarding your Access Pass**

You will be issued with a pass that will allow you entry to the location through various turnstiles and doors. This pass must be:

- Displayed at all times
- Reported if lost (to your host)
- Surrendered on request
- Handed back to your host before leaving the location.

By following these simple procedures your time at the location that you are visiting will be an enjoyable experience.

Enjoy your visit.

Information on how EDF Energy protects private and personal information can be found in privacy statements at [www.edfenergy.com/privacy/thirdparty](http://www.edfenergy.com/privacy/thirdparty) and [www.edfenergy.com/privacy/employee](http://www.edfenergy.com/privacy/employee).