

# Guidelines for Visitors at All Greensea Facilities

## Locations and Hours

Greensea facilities are open Monday – Friday, 9AM – 5PM.

All visitors are expected to schedule an appointment with your Greensea IQ contact in advance. Drop-in visitors are unlikely to be accommodated.

**Headquarters:** 10 E. Main Street, Richmond, VT 05477

**The Creamery:** 20 Jolina Court, Richmond, VT 05477

**Cordage Park:** 10 Cordage Park Circle, Suite 222, Plymouth, MA 02360

**San Diego:** 4901 Morena Blvd, Unit 701, San Diego, CA 92117

**Rockledge:** 550 Gus Hipp Blvd., Unit 2 Rockledge, FL 32955

## Procedures

Upon arrival, all visitors should sign in at reception and present photo identification.

Visitors will receive a badge that must be visibly displayed at all times while on the premises. At the conclusion of the visit, all visitors should return to reception to sign out and turn in their badge.

Greensea's internet usage, data protection, and confidentiality policies temporarily cover visitors while they are on company premises. Individuals misusing Greensea IQ's internet connection, disclosing confidential information, or taking photographs of restricted areas may be escorted out or face prosecution as appropriate.

Delivery personnel (i.e., UPS, Federal Express, Freight, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or signing in, provided they do not go outside normal areas of pickup or delivery.