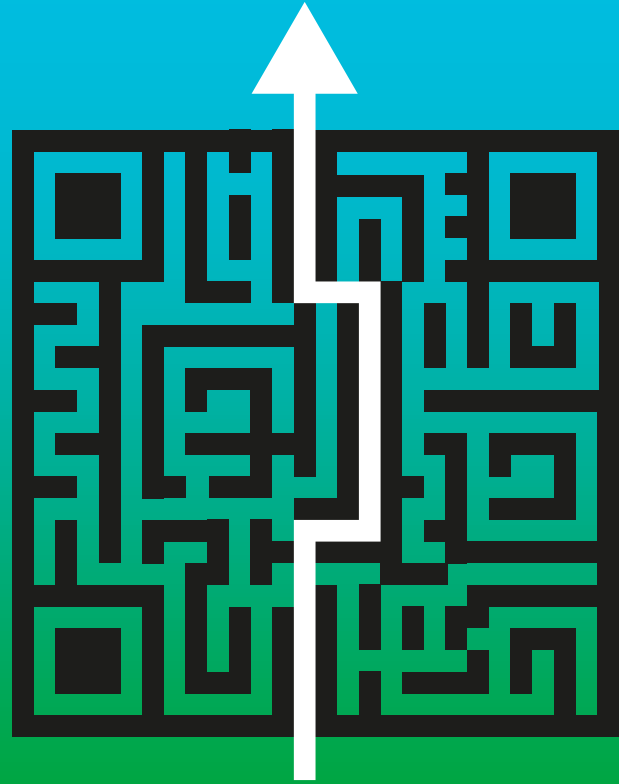

Knock, knock! Who's there?

Safe & smooth access to
the campus via e-ticketing
for different guests.

Brightlands
Chemelot Campus



Brightlands

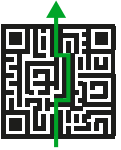
Safe & smooth access to the campus Index



1. What?
2. Why?
3. When?
4. How?
5. Objectives
6. Guidelines

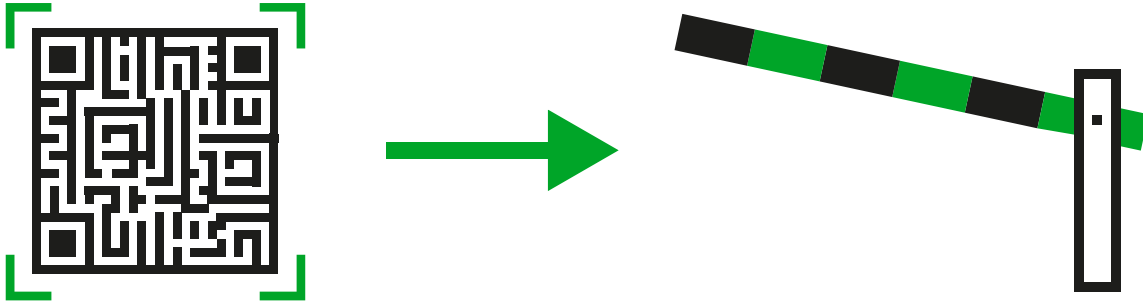
Safe & smooth access to the campus

1. What?



What is campus e-Access?

- Access to campus by using an e-ticket with a QR code



- Pass issuing and authorization is handled by the reception of Center Court

Safe & smooth access to the campus

2. Why?



- **Why campus e-access?**

- ✓ We want our campus to be an inspiring community where people feel welcome to work, meet, develop, and connect.
- ✓ Safety is and will remain our top priority.
- ✓ By implementing a new access process, we create a smoother, more welcoming journey for all people entering the campus, while at the same time securing the safety of everyone on campus in case of emergencies.
- ✓ Centered on our aim to be an inviting campus, the new access process will be more user-friendly, modern, and efficient.

- **Why a campus e-access campaign?**

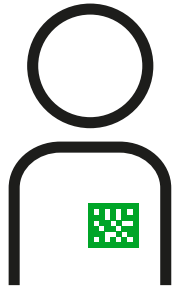
- ✓ To create awareness in the campus community with regards to the new e-access process
- ✓ To inform the campus community about how the registration process is changed
- ✓ To explain the dedicated processes per access category;
 - visitors, new employees or students, couriers and contractors
- ✓ To ensure a smooth start of the new e-access process.

Safe & smooth access to the campus

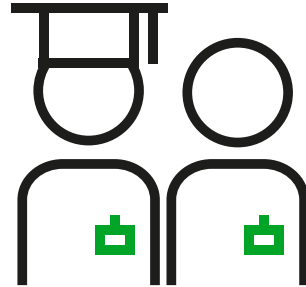
4. How?



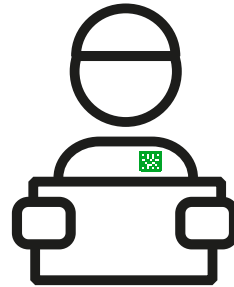
A distinction in the new access process is made for the following categories:



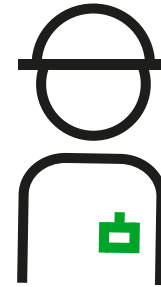
Visitor



New employee or student



Courier



Contractor

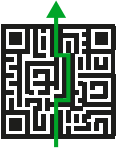
Regardless the category, the next three key elements form the basis of our new access and registration process:

1. All categories of persons are registered
2. All categories of persons are connected to a contact person working at the campus
3. All categories of persons received the Campus Safety Instruction or Campus Access Instruction

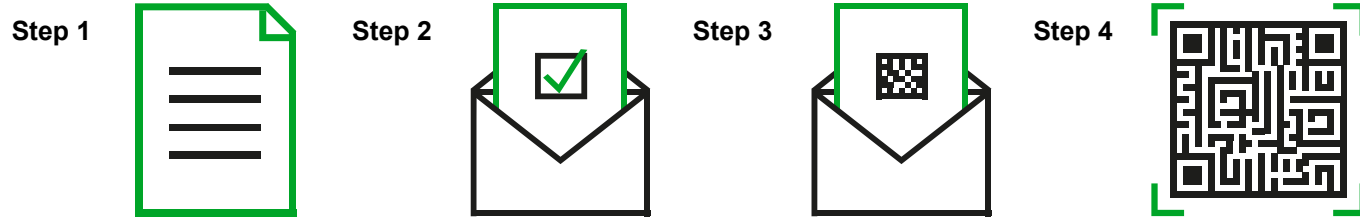
On the following sheets the e-access process is explained in detail, per category.

Safe & smooth access to the campus

4. How?



Campus e-access for Visitors



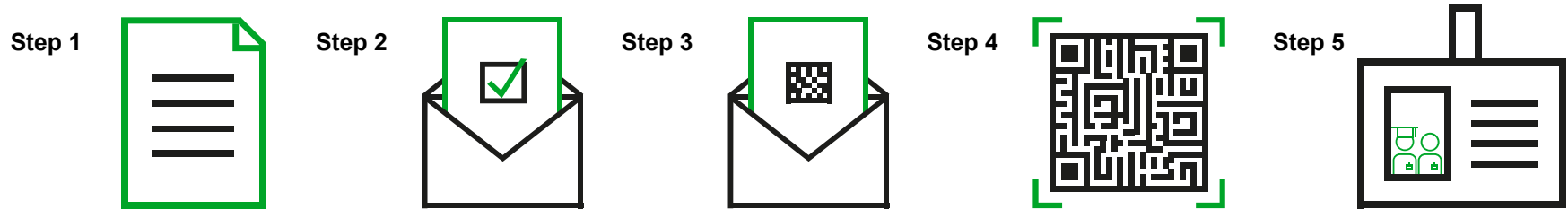
1. Registration via Facilitor by an employee working for an organisation at the Brightlands Chemelot Campus.
All employees at campus can get a Facilitor account via: access.ccampus@brightlands.com.
2. The visitor receives an email containing the Campus Safety Instruction.
3. Upon acknowledgement, the visitor receives an e-ticket containing a QR code and practical information.
The practical information contains, for example a route description and where to park at campus. On the website: [community.Brightlands.com/contact](https://community.brightlands.com/contact) you can find the practical information as well.
4. The visitor accesses and departs from the campus via Gate 2 by scanning the QR code, printed or directly on smartphone.

Safe & smooth access to the campus

4. How?



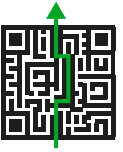
Campus e-access for new employees or students



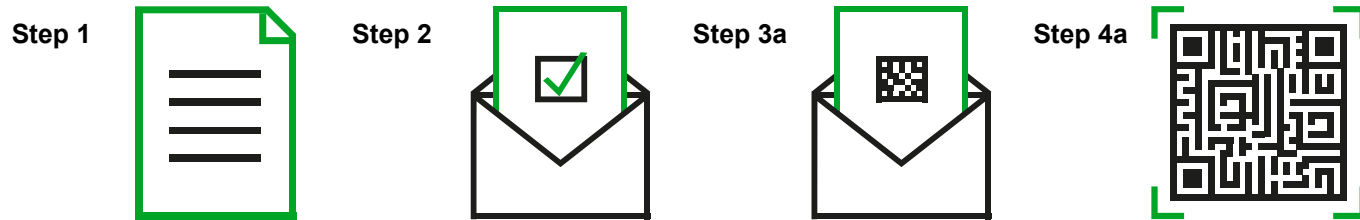
1. Register via link <https://bccaccess.brightlands.com/company/register> for an account of the Brightlands Access Portal by a key user of the portal. Access to the Brightlands Access Portal is granted by the campus organization and only to the key users (check your management).
2. The new employee or student receives an email containing a request to upload a recent picture and the Campus Access Instruction. Visitors receive the Campus Safety Instruction (slides), which is a concise form of the Campus Access Instruction (detailed slides, with a test).
3. If the new employee or student passed the Campus Access Instruction Test, he or she will receive an e-ticket with QR code and practical information. The practical information contains, for example a route description and where to park at campus. On the website: community.brightlands.com/contact you can find the practical information as well.
4. The new employee or student can use the QR code, printed or directly on smartphone, to access the campus at the first working day, via Gate 2.
5. The new employee or student can pick up his or her company badge on the first working day at the reception of Center Court.

Safe & smooth access to the campus

4. How?



Campus e-access for couriers



- Step 1. Register via Facilitor (if detailed info is available), by an employee working for an organisation at the Brightlands Chemelot Campus.
- Step 2. The courier receives an email containing the Campus Safety Instruction.
- Step 3a. Upon acknowledgement, the courier receives an e-ticket containing a QR code and practical information. The practical information contains, for example a route description and where to park at campus. On the website: community.Brightlands.com/contact you can find the practical information as well.
- Step 4a. The courier can access and leave the campus by scanning the QR code.

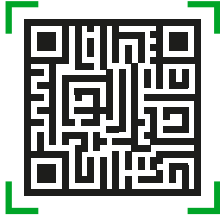
Safe & smooth access to the campus

4. How?

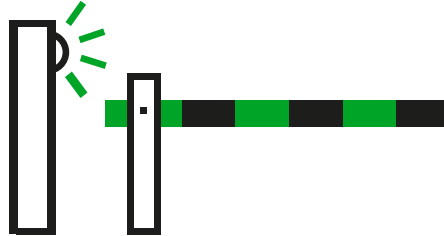


Campus e-access for couriers

Step 3b



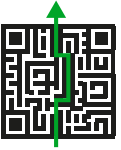
Step 4b



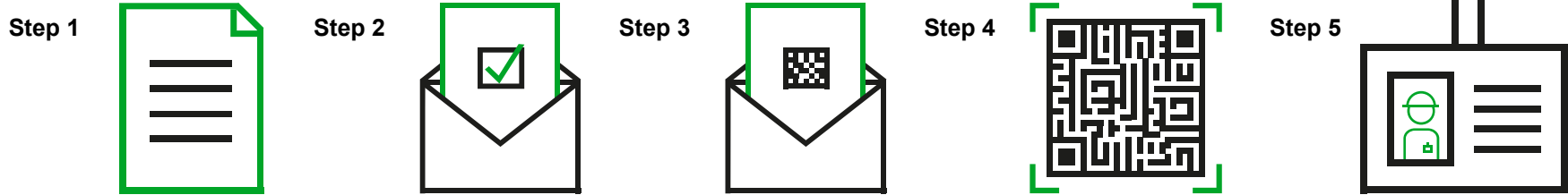
- If no detailed information is available in Step 1. and / or a courier is unregistered, Step 3b will follow:
- Step 3b. The courier receives the Campus Safety Instruction via the intercom at Gate 2
- Step 4b. The courier picks up at the reception of Center Court the QR code to leave the campus

Safe & smooth access to the campus

4. How?



Campus e-access for contractors



1. Ordering party informs contractor about the procedure for access to the Campus.
Register via link <https://bccaccess.brightlands.com/company/register> for an account of the Brightlands Access Portal by a key user of the portal. Access to the Brightlands Access Portal is granted by the campus organization and only to the key users (check your management).
2. Via the Brightlands Access Portal a key-user of the contractor register their employees or request an extension for authorization to the Campus.
A subcontractor needs to have a own key-user and an Brightlands Access Portal account to register himselfe and his/her employees.
3. After registration the contractor employee receives an email with the Campus Access Instruction.
4. If the Campus Access Instruction Test is successfully passed, the contractor employee will receive an e-ticket with a QR code and practical information. The practical information contains, for example a route description and where to park at campus.
5. The contractor employee can access campus with the QR code, printed or directly on smartphone, via Gate 2.
6. The contractor can pick up his or her company badge during period mentioned on the E-ticket (above the QR code) at the Operational Center in Building 250.

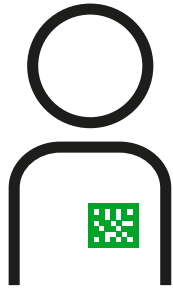
Safe & smooth access to the campus

5. Objectives

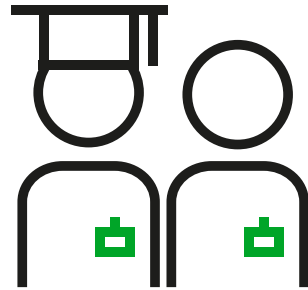


- A hospitable welcome for everyone entering Brightlands Chemelot Campus.
- A correct, efficient and user-friendly registration process.
- Each visitor is connected to a receiving party, an employee working at the Brightlands Chemelot Campus.
- All different categories are instructed properly about safety and self-reliance.

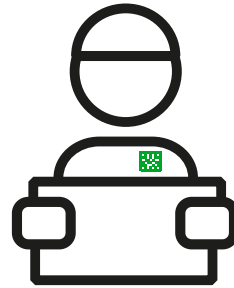
welcome



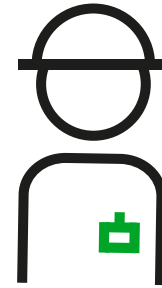
Visitor



New employee or student



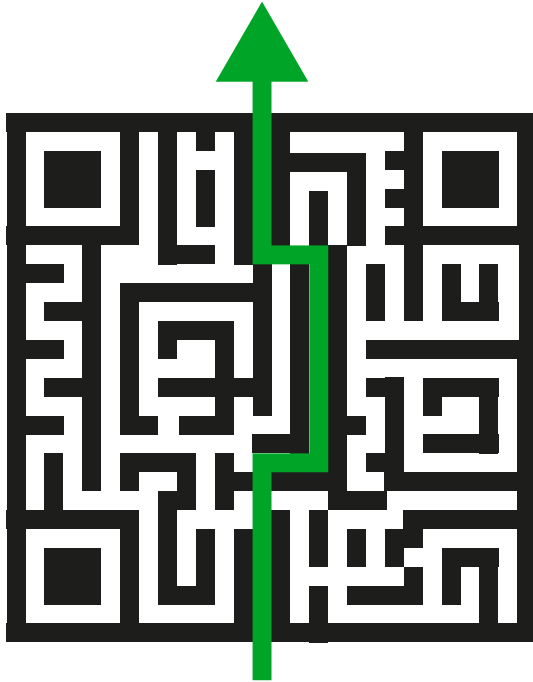
Courier



Contractor

Safe & smooth access to the campus

6. Guidelines



Let's make a success of the new campus access process!

To make the campus access run smooth and safe, we need your support:

- Always register all your visitors.
- Upfront registration of a new employee, student, contractor or courier (if possible) is required.
- Inform your employees, colleagues or contractors about the new registration process.
- Inform your guests, visiting Brightlands Chemelot Campus about the new access process.

Safe & smooth access to the campus

6. Guidelines



Do you need more detailed information?

Do you want to know more about the new campus access process for the different categories?

The representative of your company is informed by the campus organization in detail. He or she can share with you the available Q&A and other presentations, developed for every category (visitor, new employee/student, courier or contractor).

You can also send your questions by email to the campus organization:

access.ccampus@brightlands.com

Borderlands

Knowledge crossing borders