



ANNEXURE “K”

SECURITY APPENDIX **EMPLOYMENT OF WORKERS AT IEC INSTALLATIONS**

1. This Appendix and the Personal Security Clearance (PSC) form attached hereto form an integral part of bid documents/ contract no. _____ (hereinafter the “Contract”) between Israel Electric Corporation Ltd., (hereinafter the “Purchaser”), and the contractor _____, (hereinafter the “Contractor”).
2. Within the scope of the Contract, the Contractor shall carry out _____ (hereinafter the “Work”) at _____ (hereinafter: the “Work Site”).
3. Reserved.
4. The Work provided by the Contractor and any of its workers or anyone on its behalf shall require the completion and signature of the attached forms in order to obtain a security clearance specifying any restrictions on their employment conditions.
5. The Purchaser’s Supervisor shall handle the security clearances and, if needed, provide entry permits (temporary magnetic cards issued by Purchaser’s security department) for the Contractor’s workers and/or for anyone on Contractor’s behalf. For purposes of obtaining such clearances/permits, the Contractor shall submit to the Purchaser’s Supervisor, the Personal Security Clearance forms of the workers it intends to employ, in the format attached hereto, duly signed by each of the workers or anyone else due to be employed by the Contractor. The attached forms shall be submitted at least thirty (30) days prior to the date of the beginning of the Work. The Purchaser’s Supervisor shall be entitled to shorten this period of time in cases of urgency or previous employment of the worker (during the last 5 years, which included a satisfactory security check), or anyone on its behalf and/or in other circumstances, in his sole discretion.

The Purchaser’s Supervisor shall pass on the completed forms to the Purchaser’s security Department for the security clearance at the end of which, the security Department shall provide the Purchaser’s Supervisor with the results thereof.

In special cases, the Purchaser reserves the right, at its sole discretion, to extend the time period for carrying out any security clearance.

For the sake of clarity, the Purchaser shall not be liable for any damage whatsoever, caused to the Contractor, its workers or any other person on their

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behalf, due to any refusal to grant any security clearance, or due to any delay in granting such security clearances.

6. Purchaser has the right to approve or reject any worker /anyone the Contractor intends to employ with respect to the Work, and is not obligated to provide reasons for its refusal.
7. It is hereby emphasized that the Contractor and its workers or anyone on its behalf are permitted access only to the Work Site, and are strictly forbidden access to all other areas or facilities of the Purchaser. Contractor will bear sole responsibility to any damage and/or loss and/or harm caused by not adhering to this restriction.
8. Securing documents and information:
 - (a) After the daily use thereof, the Contractor undertakes to keep any documents, specifications, plans and any other records used in connection with the performance of the Work in a locked cabinet and/or locked metal box(es) inside a closed and protected facility.
A representative of the Purchaser's Security Department shall be authorized to carry out inspections regarding the safeguarding of the above-mentioned documents and to instruct the Contractor regarding changes and/or improvements required in relation to the security procedures as set forth in the Temporary Order for the Suppliers of IEC below. Contractor shall implement Purchaser's instructions immediately and with no delay. Contractor will inform Purchaser after full compliance with Purchaser instructions and Purchaser will have the right to conduct an additional inspection to verify full implementation.
 - (b) The Contractor shall immediately report to the Purchaser's Supervisor the loss of any document, specification, plan or any other record during the course of its work.
 - (c) The Contractor undertakes to return to the Purchaser's Supervisor all documents, specifications, plans and other records used in connection with the performance of the Work immediately upon completion of the Work, or, upon demand of the Purchaser's Supervisor.
 - (d) The Contractor undertakes to take all necessary steps required to protect the documents and information transferred to it by the Purchaser, in accordance with that stated in the Temporary Order, attached hereto.
9. Return of entrance permits:

The Contractor undertakes to return to the Purchaser's Supervisor the entrance permits of each worker or anyone on its behalf to whom a permit was issued,

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immediately upon termination of such worker's/others Work, or upon the completion of the Work or upon the demand of the Purchaser's Supervisor at any time.

10. Obeying security instructions:
 - (a) The Contractor, its workers and/or anyone on its behalf shall be subject to the security provisions applicable to the Work Site, including, without limitation, movement restrictions, photographing restrictions, alcohol and drug restrictions, possession of weapons or explosives etc. as are issued from time to time by the authorized representatives of the Purchaser.
 - (b) The Contractor, its workers and/or anyone on its behalf shall also be subject to Purchaser's additional security instructions as given from time to time by the Purchaser's Supervisor, as required. The Contractor undertakes to carry out all such instructions and to ensure and be responsible that its workers and/or anyone on its behalf shall act in accordance therewith.
 - (c) The Contractor shall immediately report to the Purchaser's Supervisor any breach in security, including, without limitation, the entrance of unauthorized persons to the Work Site.
11. The workers of the Contractor and/or anyone on its behalf shall not be permitted to stay overnight on the Work Site or on any part thereof, without prior written approval of the Purchaser
12. The Contractor declares that it is aware of the provisions of Israeli Penal Law-1977, regarding the divulging of information and the obligation to maintain confidentiality regarding any and all information received during the performance of the Work and that it clearly understands its obligation not to divulge information, without being authorized to do so.

The Contractor also declares that it knows that if it fails to fulfill its obligations and/or any provision of the above-mentioned law, it shall be liable to the punishments provided under the Penal Law-1977.
13. The Purchaser has the right to discontinue the Work on site performed by the Contractor in any case of failure by Contractor, its workers or anyone on its behalf to obey any of the provisions of this Security Appendix and/or any of the instructions of the Purchaser's Supervisor and the Contractor shall waive any claim and/or demand of any kind against the Purchaser in the event of any such discontinuation of the work.

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14. Should the security clearances be denied, the Contractor will be required to provide substitute workers for security clearance for purposes of carrying out the Work.
15. Any refusal by Purchaser to grant a security clearance to any of Contractor's workers or anyone on its behalf and/or any denial in the grant of any such security clearance shall not constitute grounds nor justify any failure or delay in the performance of Contractor of any of its obligations under the bid/tender and/or the Contract and Contractor shall waive any claim and/or demand of any kind against Purchaser with respect thereto.

The Contractor declares that it has read this Security Appendix and has understood its contents and will fulfill the provisions included herein.

Date

Contractor's signature and stamp

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THE ISRAEL ELECTRIC CORP.

Request for a Personal Security Clearance (PSC)

Please provide a PSC or Security Assurance for the person listed below

First Name	Middle Name	Surname	ID No.
Nationality	Passport No.	Place of Issue	Date of Issue
Place of Birth	Date of Birth	Home Address	

Father's Name Previous/Maiden Name Job Title

Social Security No	. Home Phone No

Employed by

Company's Name	Company's Address
Country	City Telephone Number

This request is made for the following reasons:

During his/her work at the Israel Electric Corp., on project/contract No.:
_____, dated: (starts) _____, (ends) _____, he/she will
have access to classified/critical information

Requesting Security Authority/NSA

The Israel Electric Corp

Name	Job Title
Signature & Stamp	

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Date

Israel Electric Corporation Ltd.
Organization and Logistics Division
Information Security - Information Security



Temporary Order for the suppliers of Israel Electric - Information Security

Dear Supplier!

Your company has business relations with the Israel Electric Corporation Ltd. in carrying out one or more projects for its benefit. In the context of the business relations, information is provided by Israel Electric from time to time, which is classified as business / personal / state security information, and in view of the above, the information holder, in this case your company, is required to make the necessary arrangements for safeguarding of the information, as detailed in this Temporary Order.

Israel Electric Information Security- General

1. All information provided in the past or currently provided by Israel Electric, in possession of the suppliers, in connection with a specific project or on the basis of ongoing activity, shall be used by the supplier's employees solely for the purpose of carrying out the project, and the access to information shall be based on the NEED TO KNOW relevant to their duties. This information shall not be transferred directly or indirectly to other parties without the written consent of the IEC Project Manager and the IEC Information Security authorities.
2. Information is defined as any knowledge and / or professional and / or personal and / or technical and / or commercial material belonging to Israel Electric and / or others acting on its behalf, including material provided to Israel Electric by third parties, as long as it did not become public domain, and all information related to business data of Israel Electric and / or customers of Israel Electric, which has been provided to the company and / or its employees and / or obtained and / or will be obtained by them and / or will be brought to their knowledge, in the course of their work, in oral format, notes, disks, files, computer programs, diagrams, brochures, documents and on any media and manner whatsoever, including any product, idea, plan or document.
3. This information may be unclassified or classified according to the internal Israel Electric classification such as "Commercial - Secret", "Commercial - Confidential", "Private - Sensitive", "Private - Limited", "Critical Systems – Sensitive". The Supplier is required to verify with the IEC Information Security authorities what is the classification level of IEC material that it processes.
4. The employees which handle classified material received from the IEC shall undergo security clearance checks by Israel Electric and shall sign a confidentiality document (a dedicated form that will be sent to you).
5. In order to maintain the confidentiality of the classified information as stated above, it should be ensured that it will be kept in locked cabinets during all hours of activity when the information is not used, including during the day.

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6. In the cases in which the IEC will decide that the classified information is at the level "Secret" it should be ensured that it will be kept locked in a safe during all hours of activity when the information is not used, including during the day.
7. Regarding IEC information that is processed on computer systems and / or supplier computers, approval should be obtained in advance from IEC Security and / or IEC Information Security prior to information processing. No processing of IEC information shall be allowed on computers that are not supplier's computers (except for computers supplied by the IEC) without IEC's prior written approval.
8. IEC classified information that is processed on personal computers shall be processed only on your company secure network that was approved in advance by the IEC Information Security authorities.
9. If it becomes necessary to process IEC classified information on portable computers, they shall be subject to the following requirements:
 - The portable computers shall be connected only to the secure network of the company as stated in Section 8 above.
 - No connection of the computer to another network, including by wireless means shall be allowed, the supplier shall ensure the enforcement of this requirement by physically eliminating the above mentioned connection capability including by logging means.
 - The organization information security policy should apply to the portable computers including anti-virus updates.
 - The hard disk of the portable computer and any other device used to store Israel Electric classified information shall be encrypted by means that have been approved in advance by the Information Security authorities of Israel Electric.
 - Portable computers shall not be left in any case in a parked vehicle and / or another vehicle, including the luggage trunk.
 - Portable computers taken home by employees shall be kept in a place hidden as much as possible and locked in a cabinet / drawer.
10. Transfer of classified information relating to Israel Electric, will be done by your company's employees that were checked and approved in advance by the Security Department of Israel Electric and who signed a letter of confidentiality.
11. You are requested to minimize as much as possible the removal of information from the premises of Israel Electric. The information should not be left unattended in a parked car. In case the supplier requests to allow one of his employees to work from his home, while using information belonging to Israel Electric, this activity should obtain approval from the IEC Information Security authorities.
12. Any information belonging to and / or relating to Israel Electric (on paper and / or magnetic media) that is no longer required shall be shredded by local shredding machines approved in advance by the IEC Security and that are located on the supplier's premises, or shall be transferred for shredding to the Electric Company.
13. Entry and / or work by visitors, maintenance personnel, janitors and the like to the work areas where information related to Israel Electric is stored or located, shall be under constant personal escort by an employee of supplier's company, throughout the length of their stay.

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14. It should be verified that at the end of the work day the front door to your company, the entrances to the work areas where IEC information is stored/ processed, the cabinets and windows are locked and that the alarm system, if it exists, has been armed.
15. You are requested to brief in respect to the security information any employee currently and / or that will join in the future to activities related to Israel Electric, and this, before the start of his employment and his access to information belonging or relating to Israel Electric.
16. You are requested to brief in respect to the security information any external provider of services currently and / or that will join in the future to activities related to Israel Electric, and this before the start of his employment and his access to information belonging to or relating to Israel Electric, for fulfilling the above instructions.
17. Immediately upon occurrence of an “event”, it is the responsibility of the Contractor to notify Israel Electric Information Security authorities through the Israel Electric security reporting room ; which is active 24 hours a day including weekends and holidays. Phone 03-5678045 (multi-line). An information security “event” is for example: theft of information, offices burglary, loss of a portable computer or portable memory etc...
18. It is required to designate an employee in your organization as an "Information Security Trustee" that will guide the employees in respect to the above instructions and verify their implementation.
19. This Temporary Order is not intended to replace the Information Security Annex in case it was signed with some of the suppliers in the context of the Contract, but as an addition.

Regards,

Doron Berger
Information Security Manager
National Security, Israel Electric

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