

OPERATIONAL PROCEDURE FOR ACCESS AND OPENING HOURS AT FONDAZIONE BRUNO KESSLER

REV E DATA	CREATION	REVIEW	APPROVAL	Changes from the previous edition
Rev. 00 of 15/10/2025	Corporate Assets Service	A1	Head of the Corporate Assets Service con with resolution no. 14/25 of October 15, 2025	New adoption.

Art. 1 - Purpose and Objectives

This document defines the procedures for accessing the premises of the Bruno Kessler Foundation (hereinafter “FBK” or “the Foundation”), in compliance with the applicable regulations on safety, privacy, and asset protection, with particular regard to:

- the safety of people, information (including personal data), and property;
- the traceability and controlled management of access;
- the protection of scientific and industrial confidentiality;
- the safeguarding of the Foundation’s facilities and infrastructures.

Art. 2 – Scope of Application

This document apply to all premises of the Fondazione Bruno Kessler located in the Autonomous Province of Trento, specially:

2.1 Povo site

- Via Sommarive, 18: Est Building, West Building, North Building
- Via alla Cascata, 56: Buildings B, C, D, E

2.2 Villazzano site

- Via delle Tabarelle, 286: Villa Tambosi, Rustico Tambosi

2.3 Trento city center sites

- Via Santa Croce, 77
- Vicolo Dalla Piccola, 12

2.4 Rovereto site

- Piazza Manifattura, 1

This Procedure applies to all individuals authorized to access the Foundation’s premises and facilities. The recipients of this document are:

A. Internal personnel:

- members of statutory and other governing bodies;
- employees;
- in-house consultants;
- leased staff;
- personnel seconded or assigned to FBK;
- provincial employees seconded to FBK;
- consultants and occasional self-employed workers;
- affiliated resources (Senior Fellows, Affiliated Fellows, Visiting Fellows, PhD students, Scholars, High School Fellows).

B. External personnel:

- suppliers of goods, services, or works operating with Foundation, regardless of the underlying legal relationship, and their employees and collaborators;
- personnel from other entities present at FBK under institutional agreements or conventions;
- visitors and guests of various kinds.

Art. 3 – Standard Opening Hours

Access to the premises for the performance of work activities is permitted during the following hours at the site in Via Sommarive, 18:

- Monday to Friday: 7:30 a.m. – 8:00 p.m.
- Saturday: 7:30 a.m. – 1:30 p.m.

Access to the premises for the performance of work activities is permitted during the following hours at the site in Via alla Cascata:

- Monday to Friday: 7:30 a.m. – 7:00 p.m.
- Saturday: 8:00 a.m. – 2:00 p.m.

Access to the premises for the performance of work activities is permitted during the following hours at the sites in Via delle Tabarelle, 286; Vicolo Dalla Piccola, 12; and Piazza Manifattura, 1:

- Monday to Friday: 7:30 a.m. – 7:30 p.m.

Access to the premises for the performance of work activities is permitted during the following hours at the site in Via Santa Croce, 77:

- Monday to Friday: 7:30 a.m. – 7:30 p.m.
- Saturday: 7:30 a.m. – 1:30 p.m.

Access to the premises is not permitted on public holidays and on scheduled Foundation closure days. On such days, the after-hours access procedure applies.

All premises are equipped with 24-hour access control and video surveillance systems, with centralized monitoring located at the security desk of the Povo site, Via Sommarive 18.

Outside ordinary hours, all sites are protected by active intrusion detection systems and by electronic barriers connected to the security posts.

Art. 4 – Customized Access Rules

The assignment of personalized time rules for access to gates may be authorized exclusively by the Head of the Corporate Assets Service, upon receipt of a justified request submitted by the responsible manager or designated contact, in accordance with the procedures provided for access allocation. Members of the emergency team are granted access to all rooms of their assigned building, limited to emergency management activities.

For purposes connected to security and asset management, a permanent “master” authorization is provided to the following profiles:

- Secretary General;

- Head of the Corporate Assets Service;
- Head of the Health, Safety and Environment Unit;
- On-call personnel;
- Security/reception staff.

Such authorizations are granted on a permanent basis, unless expressly revoked or upon termination of the employment relationship.

Art. 5 – After-hours access

Access outside opening hours is permitted exclusively at the Povo site, Via Sommarive 18, and only under the following conditions:

- by strictly complying with the “Procedure for after-hours access at the Povo site, Via Sommarive 18”¹;
- prior authorization from the Head of the organizational unit, the Corporate Assets Service and the Head of the Health, Safety and Environment Unit;
- submission of the request through the dedicated procedure available on my.fbk.eu, to be made by 2:00 p.m. on the working day before the intended access;
- use of a temporary badge, collected from and returned to the reception desk of the Povo site.

Art. 6 – Security Services

Security services at the sites are organized as follows:

1. Povo site

- Via Sommarive 18: continuous security desk/service 24 hours a day, 365 days a year;
- Via alla Cascata 56: reception/security active Monday–Friday (7:30 a.m. – 7:00 p.m.) and Saturday (8:00 a.m. – 2:00 p.m.); followed by a thorough inspection rounds by the reception service and by armed night patrols.

2. Trento sites

- Via Santa Croce, 77: reception/security active Monday–Friday (7:30 a.m. – 7:30 p.m.) and Saturday (7:30 a.m. – 1:30 p.m.); followed by a thorough inspection rounds and armed night patrols;
- Vicolo Dalla Piccola, 12: Monday–Friday (7:30 a.m. – 7:30 p.m.): no permanent reception staff, but a final thorough inspection round by the reception/security service is scheduled at closing.

3. Villazzano site

- Via delle Tabarelle, 286 (Villa and Rustico Tambosi): no fixed reception/security desk, but a thorough inspection round is scheduled at closing and armed night patrols are provided.

¹ <https://trasparenza.fbk.eu/Disposizioni-general/Atti-general/Atti-amministrativi-general/Linee-guida-e-Procedure-operative/Procedura-per-accessi-fuori-orario-nella-sede-di-Povo-via-Sommarive-182>

The presence of specialized personnel at the reception desks aims to ensure direct supervision for the safety of people, the protection of facilities and the safeguarding of the Foundation's assets. This activity complements the additional surveillance and control measures active at all sites.

Art. 7 – Access devices (Badges)

Each individual authorized to access the premises is assigned a strictly personal, non-transferable badge, programmed according to operational needs and the assigned location. To strengthen internal security in an organizational context where the Foundation's premises are accessible to third parties, the personal profile image must comply with established standards, and its publication is, by default, mandatory on both the personal badge and the Foundation's internal networks.

7.1 Badge categories

a. Limited-hours badge

Authorization valid Monday–Friday (7:00 a.m. – 8:00 p.m.) and Saturday (7:00 a.m. – 2:00 p.m.) and assigned to employees, collaborators and external company personnel, as specified in Art. 2 of this Regulation.

b. 24-hour (H24) badge:

Issued to:

- Secretary General;
- Head of the Corporate Assets Service;
- Head of the Health, Safety and Environment Unit;
- Site coordinators for Trento and Villazzano;
- Security/reception staff;
- On-call personnel;
- Personnel authorized for specific justified reasons.

Art. 8 – Procedures for access assignment and authorization

Access to the Bruno Kessler Foundation's premises is granted via a personalized badge issued by the People Innovation for Research Service, which manages user registration and provides badges.

Access rights are differentiated according to user category, assigned site and activities performed. For security reasons, access to particular sensitive areas (for example laboratories, server rooms or technical rooms) may be subject to additional authentication systems, such as personal numeric codes (PINs) or biometric devices. To obtain additional authorizations necessary for the performance of their work activities, employees must contact their direct supervisor, who will submit a written request to the Health, Safety and Environment Unit.

8.1 User categories

Users accessing FBK buildings are grouped into three main categories:

- **FBK Community:** employees, PhD students, consultants, interns and similar profiles;
- **Co-located entity staff:** external companies or research groups operating in spaces shared with the Foundation;

- **Contractor staff:** external firms whose access is managed by the Health, Safety and Environment Unit and in compliance with DUVRI procedures (Single Document for the Assessment of Interference Risks).

The sites concerned by access are: Povo, Cascata, Villa Tambosi, Santa Croce, Vicolo Dalla Piccola and Piazza Manifattura.

8.2 Access allocation rules for the FBK Community and co-located company staff

- **Pedestrian access:** always guaranteed to one's assigned workplace. In addition, all FBK users are entitled to access the Povo site, identified as the main education centre.
- **Vehicle access:** each authorized user may enter the site assigned to their unit. In some cases, access to Povo is also provided (particularly for training activities). Vehicle access is authorized until parking spaces are exhausted, in accordance with the "Procedure for traffic and the use of covered and uncovered parking areas."
- **Special access:** granted upon a justified request by a manager and approved by the Head of Corporate Assets Service and the Head of the Health, Safety and Environment Unit. Such requests must be sent by e-mail to help-safety@fbk.eu.

For co-located company staff, pedestrian access is always guaranteed to their own premises; entry to Povo is permitted if the company participates in training initiatives or uses the FBK canteen. Low-risk specific access and vehicle parking may also be authorized based on agreements with the Foundation. Any changes or additions must be requested by e-mail to help-badge@fbk.eu.

8.3 Badges for DUVRI-regulated contractor

For firms operating under a Documento Unico di Valutazione dei Rischi da Interferenze (DUVRI), badge assignment is carried out in compliance with current occupational safety legislation:

- During the DUVRI coordination meeting, the FBK contact formalizes the access authorization request, which is then processed by the competent offices;
- Any modifications or additions during the contract must be requested by e-mail to help-safety@fbk.eu (or verbally in exceptional cases);
- If access concerns areas with specific training requirements, an additional training session is organized with the presence of the FBK supervisor, the DUVRI contact and the contractor's personnel;
- Badge are provided by the Health, Safety and Environment Unit following completion of the assignment form, which is retained for traceability.

8.4 Temporary Access Bages

For external persons requiring temporary and limited access, daily-valid badges are provided:

- The request must be submitted by an internal FBK contact to help-safety@fbk.eu, indicating the gate and duration of the authorization;
- The Health, Safety and Environment Unit validates the request and communicates operational instructions to reception, also informing the Logistics Service at logistica@fbk.eu;
- The badge must be picked and returned at the end of the day to the issuing reception desk, which records delivery and return.

Typical cases include:

- external personnel for short-term activities or construction sites;
- technicians performing specialized maintenance, accompanied by an internal FBK contact.

In case of failure to return the badge, the issuing reception desk must immediately notify the Health, Safety and Environment Unit.

Art. 9 – Visitor and Guest Access

Visitors and guests without a badge may access the premises only after registration and must be accompanied by authorized Foundation personnel, showing the identification pass received during the registration process. Under no circumstances is independent access allowed for external individuals who are not identified or not authorized.

Art. 10 – Processing of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679 (GDPR), the full privacy notice on the processing of personal data collected on entry to the premises, as well as information on the processing of images recorded by the Foundation's video surveillance system, is posted at the entrance of each site and published in the privacy notices section of the institutional website: <https://howto.fbk.eu/en/documenti/information-notice/>

Art. 11 – User Obligations and Responsibilities

All FBK premises and physical resources must be used and maintained with the utmost care in order to ensure both the efficient conduct of work activities and an adequate level of information security:

- ensure their badge is properly protected;
- not transfer or duplicate the badge;
- not force, bypass or tamper with access-control systems;
- promptly report the loss, theft or malfunction of the badge to the Health, Safety and Environment Unit.

Once the conditions for its issuance no longer apply, the badge must be immediately returned to the Environment, Health and Safety Unit.

Art. 12 – Security measures and emergency management

The Foundation's premises are equipped with:

- video surveillance systems with continuous recording;
- centralized control of the status of gates and alarms;
- active intrusion detection systems during closure hours;
- evacuation and safety plans visible and accessible in all buildings.

All users must comply with safety provisions and follow instructions in the event of an emergency.

Art. 13 – Sanctions

Violation of this Procedure may result in:

- formal warning and report to the supervisor;
- temporary or permanent revocation of the access badge;
- disciplinary measures for employees, in accordance with the applicable National Collective Labor Agreement (CCNL);
- immediate removal of non-compliant external individual;
- in the event of unauthorized use, the badge may be withdrawn by the security personnel. In such circumstances, the Foundation reserves the right to take any further action deemed necessary for its protection.

Art. 14 – Amendments and updates

This procedure is subject to periodic review, which may occur following organizational changes or institutional needs. All future amendments will be duly communicated to all relevant personnel.

Attachments

- Floor plans and location of access points (internal document).