

# CCTV POLICY

**1. Policy Statement.** JELD-WEN uses Close Circuit Television (“CCTV”) on the premises.

The purpose of this policy is to set out the position of the Company as to the management, operation and use of the CCTV across all company premises including productions area, warehouses and external areas. This policy applies to all members of our workforce, visitor, contractors and to the Company, its surrounding area and all other persons whose images may be captured by the CCTV system.

**2. Purpose of CCTV.** JELD-WEN will use CCTV for the following purposes:

- Prevention or detection of crime or equivalent malpractice.
- Monitoring of the security of the JELD-WEN business premises.
- Ensuring adherence to JELD-WEN procedures and assisting with investigations.
- To prevent the loss of or damage to the companies’ buildings and/or assets.
- For providing evidence in the event of claims against the business.

**3. Description of the system.** All cameras operated on the JELD-WEN premises will be able to provide pictures as clear as possible so that they are effective for the purposes set out above.

**4. Notification of use of CCTV.** At designated entry points and at sufficient points around the site perimeter, signage will be erected to state the use of CCTV. Furthermore, sufficient warning signage will be positioned on building entry points to warn that CCTV is used internally.

**5. Locations of the cameras.** All cameras are in the strategic points across JELD-WEN premises, included entry and exit points from the JELD-WEN premises. JELD-WEN has positioned the cameras to cover communal areas and interactions between the JELD-WEN employees and machinery. No cameras are located or will be in the toilets, changing rooms or areas where personal privacy and decency could be compromised.

**6. Monitoring if live footage.** Only footage of external facing cameras will be subject to monitoring of live feed to ensure the safety and security of JELD-WEN colleagues and the site.

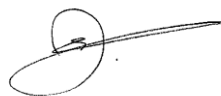
**7. Management and access.** CCTV system within JELD-WEN will be managed by the members of site Senior Leadership Team. No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images and with the written agreement of a site SLT member clearing stating the purpose and period of time for review.

Images and footage will not be shared outside of the organisation without first seeking written agreement from an SLT member and JELD-WEN legal team.

**8. Storage and Retention of images.** All CCTV footage will be stored for the designated period not exceeding 31 days and automatically overwrite after specify period of the time.

**9. Disclosure or review of images for individuals.** In the event that a JELD-WEN colleague requests CCTV footage then an SLT member must agree with clear understanding of the purpose. For example, personal property damage or loss. Disclosure of images to the colleague would require written agreement from the JELD-WEN legal team.

**10. Disclosure of Images to third parties.** Requests for access to CCTV footage from third parties, unless by law enforcement, must be agreed in writing by a site SLT member and the JELD-WEN legal team.

A handwritten signature in black ink, appearing to read 'Dan Lake'.

**Dan Lake**  
Head of HSEQ Europe  
JELD-WEN