**Workplace Visitor Policy**

This policy outlines the procedures and expectations for visitors entering [Company Name]'s premises. The safety and security of our employees, clients, and visitors are of utmost importance. All visitors are expected to adhere to the guidelines outlined below.

**1. Visitor Registration**

a. All visitors, including clients, vendors, and guests, must register upon arrival at the designated reception area.

b. A valid form of identification may be required for verification purposes.

**2. Purpose of Visit**

a. Visitors must state the purpose of their visit and provide the name of the employee they are meeting.

b. The receptionist or designated personnel will verify the appointment or contact the concerned employee for confirmation.

**3. Escort Requirement**

a. In certain areas, visitors may be required to be escorted by a company employee at all times during their visit.

b. Escorts will ensure that visitors do not access restricted areas without proper authorization.

**4. Restricted Areas**

a. Certain areas of the workplace may be designated as restricted, including production areas, server rooms, and confidential office spaces.

b. Access to restricted areas is strictly limited to authorized personnel only.

**5. Identification Badges**

a. Visitors will be issued a temporary identification badge, which must be worn at all times during the visit.

b. Upon exiting the premises, visitors must return their badges to the reception area.

**6. Safety and Security Measures**

a. Visitors must adhere to all safety and security guidelines, including evacuation procedures and emergency exits.

b. In the event of an emergency, visitors should follow the instructions provided by company personnel.

**7. Conduct and Behavior**

a. Visitors are expected to conduct themselves in a professional and respectful manner at all times.

b. Disruptive behavior, harassment, or any form of misconduct will not be tolerated.

**8. Confidentiality and Non-Disclosure**

a. Visitors are required to maintain confidentiality regarding any sensitive information about the company, its clients, and fellow employees.

**9. Compliance with Company Policies**

a. Visitors are expected to comply with all applicable company policies, including those related to health and safety, security, and conduct.

**10. Photography and Recording**

a. Photography or recording of any kind within the premises is strictly prohibited without prior authorization.

**11. Visiting Hours**

a. Visitors are permitted during regular business hours unless otherwise approved by management.

**12. Unaccompanied Minors**

a. For safety reasons, unaccompanied minors are generally not permitted on the premises.

**13. Compliance and Enforcement**

a. Failure to comply with this visitor policy may result in the visitor being asked to leave the premises.

**Disciplinary Action**

Employees who violate this policy may face disciplinary consequences in proportion to their violation. HR will determine how serious an employee’s offense is and take the appropriate action:

● For minor violations (e.g. bringing in personal visitors without authorization), employees may only receive verbal reprimands.

● For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), employees may face severe disciplinary actions up to and including termination.