

As part of our continuous drive to streamline processes within the company, it is necessary to provide policy guidelines for receiving visitors.

This policy outlines the basic process steps to be followed.

**General**

1. All visitors need to report to reception upon arrival stating the employee they are visiting.
2. The Office Assistant/Receptionist will inform the specific employee of their visitor's arrival.
3. The employee will meet his/her visitor at reception and accompany the visitor(s) to the boardroom.
4. It is recommended that all non-work related meetings be held in the boardroom and not at an employees' desk.
5. Visitors should at all times be accompanied by an employee when moving around in the building.
6. If the visitor is issued a access card or a visitor badge it will need to be returned to reception to record that the visitor has completed the visit.

<b>Description:</b>	Visitor Policy	<b>Policy Number:</b> HRP018
<b>Department:</b>	Risk Management/Administration	
<b>Responsibility by:</b>	All / Facilities	
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