**Workplace Visitors Policy**

**PURPOSE**

The workplace visitor policy at [Company X] outlines the rules that all people related to the company need to follow. Be it vendors, clients, consultants, job applicants, or any other associated visitor needs to follow this policy when receiving guests of any kind. Our policy is intended to ensure that the visitors do not:

- distract the employees from work

- pose a security threat to employees in the company

- damage any of our security systems or properties

**WHO DOES THIS POLICY APPLY TO?**

Workplace visitor means any visitor who is not the employee and is visiting the company for some reason. Workplace visitors includes:

- Clients

- Vendors

- Public

- Job Applicants

- Consultants

- Temporary Workers

- Investors

- Personal Visitors(Family members or friends)

This policy does not apply to remote employees or any other employee that is working from other office branches. Nonetheless, employees who are not working due to maternity leave or any other approved leave will only be permitted to enter the company premises with a visitor’s pass.

**RULES AND PROCEDURES**

- Every visitor must make an appointment before they visit.

- All visitors need to check in with the front-desk/security gate/reception and provide a form of identification.

- Visitors will be provided with a guest pass that they need to wear in a way that can be seen at all times.

- Once after the check-in, employees should wait in the reception area until they meet the person they have an appointment with.

- Any visitor must not misuse our internet connection or share any confidential information which include taking unauthorized pictures or recording audio or video without any written permit.

- After meeting the employee, guests must check-out at the designated area and return their visitor's pass.

**Rules for Vendors and Contractors**

Vendors and Contractors must follow our standard visitor rules and procedures. Our frontline employees are responsible for providing vendors and contractors (maintenance and technicians) access to the areas of facility they need to do their job.

**Delivery Personnel Rules**

All the delivery people should drop-off and pick-up the packages at the front desk. The company’s frontline staff will sign and deliver all the parcels to the concerned person. For larger deliveries that include supplies and equipment, the delivery personnel must give adequate documentation (bill of the lading) before any parcel may be delivered at the designated space.

**Personal Visitor’s Rules**

Personal visitors like family and friends are not permitted to use our company facilities during or after the business hours. Holiday parties or any such event may be the exception of this policy.

During any special event, employees are requested to keep the family and friends away from the restricted areas and from the secured data. If any exception is required in any circumstance, the request and the approval of the authorization must be provided in writing. If any of the personal guests of some employee need to meet them in the company premises, we advise the employees to keep the visit limited to common areas such as the cafeteria or lobby. We also request the employees to keep the meeting only for some urgent reasons and for a very short time duration.

**Solicitors**

Solicitors of any kind are not permitted. Authorized visitors are also asked to refrain from making any requests to personnel that could be construed as soliciting.

**DISCIPLINARY CONSEQUENCES**

Employees should notify a supervisor or office manager if they detect unauthorized visitors or guests who do not follow our policies. Guests who break our workplace rules will be asked to leave and, if necessary, prosecuted.

- Employees who break our workplace policies will be subject to disciplinary action.

- Minor infractions may result in a warning, either verbally or in writing.

- Serious policy violations may result in dismissal and, if necessary, prosecution.