**Visitor Log Policy**

**Overview**

Visitor Log policy is placed to keep log of all visitor/guests visit HiQuSystems premises. This includes vendors, candidates, employees’ guests and office building personnel.

It is a record book that keeps track of the visitors on site, their identity, the company they represent, who they came to visit, the purpose of coming in, contact details, time in and time out.

The visitor log policy is to adopt a proactive approach to preventing any incident that threatens the security, availability, confidentiality and privacy of customer data and employees

This can be maintained paper based or digital. The paper based log book must be present at the front desk reception which each visitor must fill in the required information.

**Policy**

The logbook must be placed at the front desk reception with a pen all time. It’s the responsibility of the Admin manager to make sure each visitor entry is logged in the book and proper information at the time of entry and exit of the visitor. Following is the minimum information required for the visitor logbook:

1. Date
2. Visitor name
3. Company representing
4. Purpose of the visit
5. Visitor card number
6. Time in
7. Time out
8. Comments

The visitor cards are placed at the reception area with each card having its own serial number. After completing the entry in the visitor log, the visitor is assigned a visitor card which he/she must be visible all times.

The visitors are not allowed to enter the server room, storage room, and individual’s workstation.

No visitor is allowed to enter server room for any reason. The visitor will wait at the reception area and wait for the concerned person (Admin) to accompany him to conference room or to GM rooms as required.

Upon conclusion of the visit, the visitor must return the visitor card and time out must be marked on the log.

The policy stands applicable for candidates appearing for interviews.

**Server room**

Server room is restricted area for visitors and employees equally. Only network admin should have access to server room and it must be logged in the server log book.

Any technician visiting from Internet Service Provider for fixing any issue must be accompanied by concerned staff all time. The network admin will make sure to make an entry the server logbook for the purpose of the visit and time took to conclude the visit.

**General office area**

Any person visiting company for maintenance of the building or hardware repair, must adhere to same policy.

**Storeroom**

Storeroom is out of bond for all employees, and visitors. A separate logbook is required to be maintained for accessing the storeroom. The access to storeroom is restricted to Admin office/GM.

No person can bring along any device, USB device, external hard drive, camera or laptop, which helps to acquire any information, customer data, or written material from the company premises. All such devices must be kept at the reception area for safe keeping.

It’s the responsibility of GM/Admin manager to make sure the log if maintained properly. This must be verified weekly or as and when deemed necessary.

The logbook must not be left unattended when not in use and must be kept in lock and key.

The GM must validate the logbooks periodically, monthly, for authenticity of the records.