

Workplace Visitor Guidelines

Our Workplace Visitors guidelines outlines our rules for receiving visitors at our facility. We want to ensure that visitors are:

- Welcomed appropriately
- Have everything they need and feel safe when on-site
- Know what to do in the case of an emergency

“Workplace visitors” may refer to customers, clients, agencies, business partners, associates, suppliers and contractors.

We ask all visitors to follow these steps before and during your visit:

- Any and all visitors should be prebooked in before they arrive, with a designated employee as the host for the visit. If you have any specific needs during your visit, please share them before you arrive.
- Visitors must state the name of the host they are visiting via the intercom before entry to the office is granted.
- Where necessary, visitors may be asked to show a form of identification.
- Your host will always tend to their visitors while they are inside our premises.
- Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information or take photographs without permission.
- As a general rule, visitor times are during working hours.
- We politely ask all visitors not to enter the office if they have any form of contagious sickness or illness, including common colds, coughs and sore throats.

Generally, employees will not allow unauthorised personal visitors access to the facility. We also advise all our employees to not permit entry to visitors if they are in any doubt.

With respect to contractors or suppliers...

Contractors, suppliers and service vendors, like IT technicians and plumbers, can enter our premises only to complete their job duties. Please ensure you know the member of staff that has authorised your attendance before visiting, as you may not be allowed access.

Solicitation

We do not accept visitors selling goods or services, gathering donations or for any other reason where an appointment has not been made in advance.

Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's front entrance. Employees, other than the person named on the order, mail or package may accept it on another employee's behalf and inform the employee that their package has arrived.