



Workplace Visitor Policy

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Workplace Visitor Policy

Our Workplace Visitors Policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract employees from their work
- Be exposed to danger

This policy applies to all employees. "Workplace visitors" may refer to employees' friends and family, contractors, external vendors, stakeholders and the public.

This policy does not refer to remote employees or employees from other company locations. To ensure safety at work, employees who are on parental leave may enter our premises with visitor passes.

The following rules apply for all visitors:

- Visitors should sign in at either the building reception or the reception of the office
- Employees must always tend to their visitors while they are inside our premises
- Family and friends of employees are not permitted in the office unless you have prior written authorisation from Human Resources.
- Out internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse out internet connection, disclose confidential information or take photographs. If they do not confirm, they will be escorted out and may face prosecution if appropriate.

Employees may not allow access to our buildings to unauthorised personal visitors. We can make exceptions on a case-by-case basis and the employee will need to obtain written authorisation from Human Resources.

Common areas, like lobbies, may be open to visitors, we advise employees to only permit visitors in those areas for a short time and for specific reasons i.e. while they are waiting to be registered.

Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records or sensitive equipment.

Security staff who spot unauthorised visitors may ask them to leave. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and will be prosecuted if appropriate. Employees who spot unauthorised visitors may refer them to Security for their building.

Employees who violate this policy may face disciplinary consequences and appropriate action will be taken. This could be a written warning or even your dismissal.