**Security: Visitors Policy and Procedures**

**PURPOSE**

In order to assure the safety and security of [Company Name] associates, its visitors and its property and to ensure that only authorized personnel have access to [Company Name] facilities, the following policies have been adopted.

**POLICY & PROCEDURES**

**Off-Duty Associates**

Associates are not permitted access to the interior of the facility and other working areas during their off-duty hours.

**Visitors**

All nonassociates on company property must be issued a visitor pass by the appropriate administrative associate or receptionist.

* All visitors must sign in and out upon entering and leaving [Company Name] facilities.
* All visitors will be issued a dated visitor's pass, which should be returned to the issuing party when signing out.
* Any unauthorized visitor failing to secure a pass will be asked to leave the premises until a pass can be obtained.

**Suppliers, Contractors, Delivery Personnel**

All nonassociates on company property must be issued a visitor or contractor pass by the appropriate administrative associate or receptionist with the following exceptions:

* Truck drivers will use their bill of lading as an acceptable ID; however, such persons shall not be permitted outside their normal areas of pickup and delivery without being escorted by an appropriate associate.
* Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
* Individuals entering [Company Name] grounds for the purpose of picking up or dropping off individuals will not be allowed outside of their vehicles unless they have been provided an appropriate pass.

**Safety**

All associates and nonassociates are to comply with all safety rules, regulations and policies while on company property or in company vehicles.