VISITOR POLICY

[Organization Name] recognizes its obligation to ensure the safety of every employee and client. Therefore, [Organization Name] allows visitors and clients to enter the premises, so long as prior permission has been granted by [Organization Name] management.

SCOPE

This policy applies to all visitors to [Organization Name] property, including former [Organization Name] employees.

POLICY

Visitors to the [Organization Name] property must have been granted prior approval for a visit by [Organization Name] management in order to have access to the facility. This, however, does not permit a visitor to:

* Visit current [Organization Name] employees during designated working hours;
* Have lunch break visits with current [Organization Name] employees in the lunchroom; or
* Participate in work related activities at [Organization Name], or with a current employee of [Organization Name] during work hours.
* [Insert any other conditions]

Visitors who do not seek prior approval from [Organization Name] management to visit the premises will not be permitted entry to the [Organization Name] property.

Exceptions to the pre-approval requirement may be made for short visits such as:

* Visiting [Organization Name] employees during designated breaks, off the property;
* Dropping off food or beverages; or
* Very brief interactions with [Organization Name] employees, so long as they do not interfere with [Organization Name] business.

PROCEDURE

Visitors must seek prior approval from [Organization Name] management prior to visiting the premises, this can be done through the following channels:

* [Insert method of seeking approval from management]

If a visitor arrives at the [Organization Name] property without prior approval, they are not to be permitted entry to the premises.

[Insert any other relevant procedure]