

Visitors Policy

Covid-19 measures have been implemented within this policy.

Purpose of the 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
- Control the risks of Covid-19
- Distract employees from their work
- Be exposed to danger

This policy applies to all employees. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors), students, 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

Visitors Process

The following rules apply for all kinds of visitors:

- Visitors to ring the buzzer outside, once they have entered, advise will be given to keep the 2m social distance as marked on the floor
- Visitor will be asked to use the hand sanitiser and to sign in using their own pen.
- Visitors should show some form of identification.
- Visitors will receive a temporary pass and return them to reception once the visit is over. The pass given will be a sticky labelled paper pass which can be placed on their clothing.
- Employees must 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 of restricted areas. If they don't conform, they may be escorted out or face prosecution if appropriate.
- Ex-students visiting the premises must also follow the above process and not allowed beyond the reception point unless given permission.

Visitors are allowed during working hours. After-hours visitors must have written authorization from the Management.



What Is the Policy for Personal Visitors In the Workplace

As a general rule, employees may not allow access to our buildings to unauthorized personal visitors. We can make exceptions on a case-by-case basis. Employees may bring visitors to company events or after obtaining authorization from Management. To avoid confusion or misunderstanding, authorization should be in writing. Management may also give verbal authorization, when appropriate, but must also inform reception.

Common areas, like lobbies, may be open to visitors, **during COVID-19 this is not permitted**. We advise our employees to only permit visitors in those areas for a short time and for specific reasons. Employees are responsible for accompanying any of their underage visitors at all times.

Contractors and Service Vendors

Contractors, suppliers and service vendors, like water machine service, air condition engineers, can enter our premises only to complete their job duties. Front-desk employees are responsible for providing contractors and vendors with badges and for instructing them to wear those badges at all times on our premises.

Other Kinds of Visitors

Our company may occasionally accept the following types of visitors:

- Ex-Students
- Customers
- Job candidates
- UoB Staff
- Bolton College
- Parents

Those visitors should receive verbal/ written authorization from management before entering our premises. They should always be accompanied by an employee while on company property.

Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's reception or front door. Reception are responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request.

Front-office personnel must sign for and disseminate all business orders and mail.



Large deliveries (e.g. supplies) should be delivered to designated spaces (e.g. cleaning cupboard.)

Restricted Areas

Employees may not bring or accept visitors in areas where there are chemicals (cleaning agents), confidential records or sensitive equipment.

Representatives of regulatory bodies and stakeholders (e.g. partnership college or university) may be exempted, if they have received official authorization from management. In these cases, employees should provide visitors with the necessary badges and protective equipment to enter premises when needed.

Unauthorised Visitors

Any staff who spot unauthorized 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 prosecuted if appropriate.

Disciplinary Action

Employees who violate this policy may face disciplinary consequences in proportion to their violation. Management will determine how serious an employee's offense is and take the appropriate action:

- For minor violations (e.g. bringing in personal visitors without authorization), employees may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), employees may face severe disciplinary actions up to and including termination.