

## **Visitors Policy**

Covid-19 measures have been implemented within this policy.

### **Purpose of the Policy**

This policy outlines our rules for receiving visitors to our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract employees from their work
- Risks or threat to our employees or students
- Control the risks of Covid-19
- 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.

To ensure safety at work, employees who are on parental leave and previous students may enter our premises with visitor passes.

### **Types of Visitors**

Our company may occasionally accept the following types of visitors:

- Contractors
- Potential Students
- Ex-Students
- Agents
- Potential Employees
- Greater Manchester University Staff
- Bolton College
- Parents

These visitors will receive verbal/written authorization in advance.

### **Visitors Process**

The following rules apply for all kinds of visitors:

- Visitors/Contractors will receive a temporary pass and return it to reception once the visit is over.
- Visitors should show some form of identification.
- Employees must always accompany 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 any of the premises must also follow the above process and will access our floors with an employee.

## **What Is the Policy for Personal Visitors in the Workplace**

Generally, 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, **however if there is a Covid-19 within the space this will not be allowed**. We advise our employees to only permit visitors in those areas for a short time and for specific reasons. Employees are responsible for always accompanying any of their underage visitors.

In most cases employees will be aware they are expecting a visitor, therefore reception will be aware.

## **Contractors and Service Vendors**

Contractors, suppliers and service vendors can enter our premises only to complete work. etc. Contractors to wear their company IDs while walking round the premises.

## **Deliveries**

Anyone who delivers orders, mail or packages for employees should remain at the building's reception or front door. Reception is 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. cupboard cleaning).

## **Restricted Areas**

Employees may not bring or accept visitors to 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 exempt, 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.

## **Unauthorized 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/Students who violate this policy may face disciplinary consequences in proportion to their violation. Management will determine how serious an employee/student offense is and take the appropriate action:

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