



Workplace Visitor Policy Template

The template below is designed to assist in creating an effective workplace visitor policy according to your company requirements. You can use it as a starting point to create your own visitor policy, together with Archie's [visitor management guidelines](#). You can also access a [Google Doc version of this document](#).

Policy Overview & Purpose

Our policy defines the protocol for admitting guests to our facilities. Our goal is to ensure visitors do not compromise the safety of our premises and property, distract our employees or expose themselves to risk.

Scope

This policy applies to all employees. The term "Workplace Visitor" encompasses personal visitors such as friends and family, as well as contractors, external vendors, stakeholders and the public. This policy does not apply to remote employees or employees from other company locations. However, employees on parental leave must obtain visitor passes to enter our premises.

Policy Elements

Visitor must adhere to the following guidelines:

1. **Registration:** All visitor must sign in at the reception, gate or front office and present identification
2. **Visitor Passes:** Visitors are issues passes which must be returned after their visit
3. **Employees Accompaniment:** Employees are responsible for their visitor while on company premises.
4. **Compliance with Company Policies:** Visitors must adhere to our internet usage, data protection and confidentiality policies during their stay. Misuse of intent, disclosure of confidential information, or authorized photography of restricted areas is prohibited may result in removal or legal action.

Operational Hours

Visitors are permitted during regular working hours. After-hours access requires written authorization from HR or management. Personal Visitors Generally, unauthorized personal visitors are not allowed. Exceptions may be granted by HR, Security Officer, or Office Manager on a case-by-case basis, preferably in writing, although verbal authorization may be given in urgent cases.

Contractors and Service Vendors

Only those coming for official duties may enter. Reception staff will issue appropriate badges and instructions to wear them at all times on the premises.

Other Visitors

Our premises may occasionally host students, investors, customers, job candidates, and business partners, all of whom must have prior written authorization from HR or management and be accompanied by an employee at all times.

Solicitation Policy

In line with our non-solicitation policy, visitors are not permitted to proselytize, solicit donations, or request participation in activities.

Deliveries

Deliveries should be made to the reception or gate. Employees expecting deliveries must be notified by front office staff, who may receive parcels on their behalf if necessary. Large deliveries should go directly to designated areas, such as warehouses, after security checks.

Restricted Areas

Visitors are not allowed in areas with hazardous materials, confidential records, or sensitive equipment unless they have authorization and the necessary protective equipment.

Unauthorized Visitors

Security personnel will remove any unauthorized visitors. Employees who encounter such visitors should direct them to security or the office manager.

Disciplinary Actions

Violations of this policy by employees will result in disciplinary action appropriate to the severity of the infraction, which may range from verbal warnings to termination.

This template provides general guidelines and should be adapted to meet specific legal and business requirements. It is not a legal document, and neither the creators of this template nor the platform hosting it bear any legal responsibility for its use. By creating a detailed and customized Workplace Visitor Policy, your company can ensure a safe, secure, and welcoming environment for all visitors.