

Visitor Policy

Signing In

All visitors who come to _____ must sign in at the front the desk and sign out again when leaving.

Visitor Pass

All visitors will receive a visitor's badge upon arrival. This badge must be worn on the visitor's clothing and must be visible for the entire duration of the visitor's stay. The badge must be returned to the front desk when the visitor signs out.

Parking

Visitors can park in the _____ parking lot located in the _____.

Vehicles may remain in the parking lot for _____ hours or until _____.

Visit

During the visitor's stay, he or she must remain in the company of the employee whom he or she is visiting at all times. During this time, the visitor is not allowed to take photographs or enter any restricted areas.

Any visitors who do not follow these rules will be escorted from the premises immediately.

Any employees who see an unsupervised visitor or a visitor without a badge are required to alert _____ immediately.

For more information, please contact:
