

Visitors Safety & Rules of Conduct Policy



PURPOSE

[Company Name] (“the Company”) is committed to maintaining a safe and respectful environment for all employees, contractors, and visitors on Company premises. This Policy establishes guidelines to ensure that visitors understand and follow the Company’s safety protocols and rules of conduct.

SCOPE

This Policy applies to all visitors entering the Company’s premises, including clients, vendors, guests, and any other non-employees. It also covers employees who host or interact with visitors. Where there is a conflict between this Policy and local legislation or building regulations, the higher standard of safety or compliance will apply.

DEFINITIONS

- **“Visitor”**: Any individual who is not an employee of the Company, including clients, job applicants, suppliers, contractors, partners, family members, or any other guest.
- **“Premises”**: All areas owned, leased, or controlled by the Company, including parking lots, buildings, and outdoor spaces.
- **“Rules of Conduct”**: Expected standards of behaviour to ensure the safety and respect of everyone on Company property.

ELIGIBILITY

All visitors who enter Company premises are subject to this Policy. Employees who host visitors must ensure that the visitor is made aware of and abides by these rules.

LENGTH OF LEAVE

Not Applicable. This Policy addresses visitor safety and conduct rather than a leave of absence.

APPLICATION & NOTICE REQUIREMENTS

1. Check-In Procedures:

- Visitors must sign in at the designated reception or security desk upon arrival.
- A visitor badge or pass may be issued and must be visibly worn at all times.
- Visitors must be escorted by an employee or a designated host while on the premises, unless otherwise permitted by Company procedures.

1. Safety Protocols:

- Visitors must follow any posted safety signs, wear required personal protective equipment (PPE) if applicable, and adhere to fire or emergency evacuation procedures.
- Prohibited items (e.g., weapons, illegal substances) are not allowed on the premises.
- In areas with specialized or high-hazard equipment, visitors may need additional authorization or training (e.g., lab safety briefing).

1. Rules of Conduct:

- Visitors are expected to behave professionally and respectfully, refraining from harassment, discrimination, or disruptive behaviour.
- Video or audio recording may be restricted or prohibited without prior Company approval.
- Smoking and vaping must be confined to designated areas, if any, or otherwise prohibited in accordance with Company policy and local laws.

1. Reporting Incidents:

- Any accident, injury, or disturbance involving a visitor must be immediately reported to [HR Department/Designated Manager/Security].
- If a visitor violates the rules or poses a threat to safety, the Company reserves the right to remove them from the premises and/or contact law enforcement if necessary.

JOB PROTECTION

Employees will not be penalized, disciplined, or terminated for reporting visitor misconduct, safety hazards, or other concerns in good faith.

CONTINUATION OF BENEFITS

Not Applicable. This Policy does not address employee benefits or compensation.

RETURN TO WORK

Not Applicable. This Policy concerns visitors rather than employees taking a leave.

CONFIDENTIALITY

Any personal information collected from visitors (e.g., name, contact details, reason for visit) will be used only for security and administrative purposes, stored securely, and retained for as long as necessary to fulfill those purposes in compliance with privacy legislation.

NON-RETALIATION

The Company strictly prohibits retaliation against any employee who raises a concern regarding visitor safety or conduct. No employee's job status, benefits, or opportunities will be jeopardized because they reported a violation or cooperated in any related investigation.

POLICY ADMINISTRATION

The [HR Department/Designated Manager/Security Department] is responsible for:

- Administering this Policy consistently.
- Ensuring that reception and security personnel are trained on visitor protocols.
- Staying informed about legislative changes and updating this Policy accordingly.
- Handling questions about visitor safety and conduct.

[Company Name]

Effective Date: [Insert Date]

Authorized by: [Name, Title]

Date: [Signature Date]

How to Use This Template

1. **Adapt and Customize:** Tailor the policy language to reflect your organization's building layout, security practices, and local legal requirements (e.g., signage, prohibited items).
2. **Review with Legal Counsel:** Confirm that the policy complies with applicable occupational health and safety, privacy, and building/fire code legislation.
3. **Communicate to Employees & Visitors:** Ensure that employees understand their responsibilities in hosting visitors and that signage or other communication is provided to inform visitors of key rules.

Table of Jurisdictional Differences

Rules governing visitor safety, building access, and conduct may vary based on provincial/territorial laws, municipal bylaws, and federal regulations (if applicable). Always consult the most recent legislation for precise requirements.