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[**visitor policy template**](https://www.business.com/access-control-systems/visitor-policy/)**!**

**[Your business name]**

**Visitor Policy**

Prepared [date]

[Preparer name, title]

[Preparer email address]  
[Company website]  
[Phone number]  
[Physical address]

## Purpose of this visitor policy

This workplace visitor policy will outline the rules that all company associates are expected to follow when receiving guests of any kind. Our workplace guest policies are intended to ensure that visitors do not:

* Distract employees from work
* Pose a threat to anyone's safety
* Compromise any of our security systems or properties

## Who this visitor policy applies to

A "workplace visitor" refers to any non-employee who is visiting for any reason. A workplace visitor can include:

* Clients
* Public
* Vendors
* Job candidates
* Temporary workers
* Investors
* Consultants
* Students
* Family members or friends (personal visitors)

This policy does not refer to full-time remote employees or company associates from other office locations. However, employees who are not working for reasons such as maternity leave and other approved leaves of absence may only be permitted to enter facilities with a visitor pass.

## Visitor rules and procedures

* All visitors should have an appointment before they arrive.
* All visitors must check in with the front desk [or security gate, front office, reception area, etc.] and provide a form of identification.
* All visitors will be provided with a guest pass and must wear it in a way that can be easily seen at all times.
* Checked-in visitors must wait in the designated reception area until they're met by the employee with whom they have an appointment.
* Visitors may not misuse our internet connection or disclose any confidential information, which includes taking unauthorized photos and recording audio or video without written consent.
* Visitors must check out with the front desk and return their [guest card](https://www.business.com/access-control-systems/rfid-card/).

## Rules for contractors and vendors

Contractors and vendors must adhere to our standard visitor rules and procedures. Our frontline staff members are responsible for providing contractors and vendors, such as maintenance staff and technicians, access to the areas of the facility they need to perform their job duties.

## Rules for delivery personnel

All delivery personnel (USPS, UPS, FedEx, etc.) should drop off and pick up packages at the front desk. Our frontline staff members will sign for and distribute all company mail to the appropriate individuals. For large deliveries, including supplies and equipment, delivery personnel must present adequate documentation, such as a bill of lading, before any items may be delivered to the designated space.

## Rules for personal visitors

Personal visitors, including friends and family, are not permitted to access our facilities during or outside of normal business hours. Exceptions to the policy may include company events such as holiday parties.

During special events, employees are expected to keep friends and family outside of restricted areas and away from secure data at all times. If a visitor exception is necessary for any extenuating circumstances, the request and approval authorization must be submitted in writing. If a personal guest needs to visit an employee at one of our facilities for a legitimate reason, we ask that they keep their visit to common areas such as the lobby. We also request that employees only allow personal visitors for specific reasons and for a short period of time.

## Solicitors

We do not allow solicitors of any kind. We also ask that authorized visitors refrain from any requests to employees that could be considered solicitation.

## Disciplinary action

Employees who see unauthorized visitors or guests who fail to adhere to our policies should alert a supervisor or office manager. Guests who violate our workplace policies will be asked to leave and prosecuted if appropriate.

Employees who violate our workplace policies will face disciplinary consequences.

* Minor violations may result in an oral or written warning.
* Serious policy violations may result in termination and prosecution if appropriate.