



# **Visitors Policy and Procedures**

## **PURPOSE**

In order to assure the safety and security of Atarjamat associates, its visitors and its property and to ensure that only authorized personnel have access to Atarjamat facilities, the following policies have been adopted.

## **POLICY & PROCEDURES**

### **Off-Duty Associates**

Associates are not permitted access to the interior of the facility and other working areas during their off-duty hours.

### **Visitors**

- All visitors must sign in and out upon entering and leaving the company facilities.
- All visitors should have an appointment before they arrive.
- All visitors must check in with the security gate and provide some form of identification.
- 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.

### **Suppliers, Contractors, Delivery Personnel**

All nonassociates on company property must be issued a visitor or contractor pass by the appropriate administrative associate or receptionist with the following exceptions:

- Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- Individuals entering Atarjamat grounds for the purpose of picking up or dropping off individuals will not be allowed outside of the reception area unless they have been provided an appropriate pass.

### **Safety**

All associates and nonassociates are to comply with all safety rules, regulations and policies while on company property.

