



## Workplace Visitor Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to maintaining a safe and secure work environment, we have established the following workplace visitor policy.

1. All visitors must check in at the front desk upon arrival and receive a visitor badge.
2. Visitors are not allowed access to restricted areas without prior authorization.
3. Visitors are expected to comply with all company policies and procedures while on the premises.
4. Employees are responsible for escorting their visitors at all times.
5. Visitors are not permitted to use company equipment or resources without permission.
6. Any unauthorized visitors found on the premises will be asked to leave immediately.
7. If you have any questions or concerns regarding the workplace visitor policy, please contact HR for clarification.

We appreciate your cooperation in helping us maintain a safe and secure work environment for all employees. Thank you for your attention to this policy.

Source:

[https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_021673.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021673.aspx)