

## **Policy Regarding Visitors in the Workplace**

### **Statement**

It is the policy of the Diocese of Sacramento to place protective parameters around workplace visits from individuals that do not have legitimate business purposes. This policy is intended to prevent disruptions and to provide a safe, secure work environment for employees.

### **Policy Guidelines**

To ensure the safety and security of employees and facilities of the Diocese of Sacramento, all visitors must enter the Pastoral Center offices at the reception area. Employees should therefore direct any expected visitors to the main entrance to the building and the receptionist. Visitors must sign-in and wear a badge at all times while on the premises. Visitors will receive directions or be escorted to their destination.

Visitors to the Pastoral Center for reasons unrelated to business purposes (such as friends or children of employees) should be kept to a minimum. Young children must be accompanied by an adult other than the employee. Unaccompanied young children will not be admitted without prior approval from the Office of Lay Personnel. Employees are responsible for the conduct and safety of their visitors.

Government agency inspectors, such as Occupational Safety and Health Administration (OSHA) inspectors or the Fire Marshall, must be admitted to the premises after showing proper identification.

If an unauthorized individual is observed on the premises, employees should immediately notify their supervisor or direct the individual to the reception area.

### **Violations of Policy**

Employees who violate this policy are subject to disciplinary action up to and including discharge.