

IRANIAN ASSOCIATION INC WORKPLACE VISITORS POLICY

Policy brief & purpose

Our Workplace Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors;

- are considered in case of fire and other emergencies
- are safe and will not be exposed to any danger
- will not distract our volunteers, workshops and events
- will not pose threats to our premises and property

Scope

This policy applies to all visitors who arrives in our premises including team members, volunteers, participants of events, their friends and family, contractors, external vendors, stakeholders and the public.

Policy elements

The following rules apply for all kinds of visitors:

- Visitors should sign in at the reception and show some form of identification.
- Visitors shall return and sign-out once the visit is over.
- One team member or volunteer must always tend to the visitors while they are inside our premises.

Visitors are allowed during working hours (within start and finish time of the workshop and events). After-time visitors must have the written authorisation from Centre Manager

Our Visitors Policy

As a general rule, team members and volunteers may not allow access to our buildings to unauthorized visitors. Authorization can be obtained from Centre Manager if required. To avoid confusion or misunderstanding, authorisation shall be in writing or by Centre Manager's initial on the visitor log record.

Reception area, may be open to visitors. We advise our team members and volunteers to only permit visitors in those areas for a short time and for specific reasons.

Solicitation

In accordance with our non-solicitation policy, visitors must not try to proselytize our employees, volunteers and guests, gather donations or request participation in activities while on our premises. Any visitors violating this policy may be escorted out.

Deliveries

Anyone who delivers orders, mail or packages to our premises should remain at the reception, unless otherwise allowed by Centre Manager. Centre Manager is responsible for taking the delivery or notifying the person who expects the delivery.

Large deliveries (ie. supplies) should be delivered to designated areas (ie. Storage). Centre Manager should check appropriate documents, before allowing access to delivery vehicles.

Restricted areas

Employees, team members and volunteers may not accept visitors in areas where not designed for public access.

Unauthorized visitors

Staff, team members and volunteers who spot unauthorized visitors may ask them to leave. Visitors who misbehave (ie. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.

Disciplinary Action

Staff, team members and volunteers who violate this policy may face disciplinary consequences in proportion to their violation.