

7.12 Visitors in the Workplace

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide for the safety and security of employees and the facilities at Licking/Knox Goodwill Industries, Inc., by allowing only authorized visitors in the workplace and maintaining a Visitor Log at all contract, administrative and retail sites.

Procedure:

All visitors must enter the administrative offices of Licking/Knox Goodwill Industries, Inc. via the main entrance. The host staff member shall be notified and asked to escort the visitor to their destination. Under no circumstances are visitors to be allowed entrance to the main section of the building without being escorted by the host staff member. Denied visitors may leave a message, however; employee information, including personal cell or home telephone numbers, personal email or street addresses, whereabouts, or schedule are not to be furnished to any visitor. Numbered name tags will identify the wearer as a visitor and must be returned to the front desk before leaving the premises. Missing name tags must be immediately reported to the Director of Safety and Security. Employees are responsible for the conduct and safety of their visitors.

All individuals visiting or conducting business with or on behalf of Licking/Knox Goodwill Industries, Inc. must sign and complete the Visitor Log at any administrative facility, contract or retail site. The Visitor Log is to be located at the sales desk in each store, each contract site office or at a designated locker/janitor's closet, or supply storage area. A Visitor Log shall be maintained at the front desk of each administrative facility.

Goodwill administrative staff members are to sign and complete the log whenever they visit a site. The immediate supervisor or director of the division/department will inspect and maintain copies of the Visitor Log for a period of one year. Visitor Logs are subject to internal audits.

If an unauthorized individual is observed on Licking/Knox Goodwill Industries' premises, employees should immediately notify their supervisor or direct the individual to the main entrance.