PURPOSE

The purpose of this program to establish the Company’s policies and procedures that will be used to protect Company personnel, facilities and assets by controlling what enters and leaves Company property.

1. BUIDLING ACCESS
2. The front and side door of the facility will be the only points to enter and exit the building during normal operations. A front desk/screening area is positioned to provide an unimpeded view of the front entrance, which shall be used by all visitors. The screener will have the responsibility for screening and granting access to all building entrants. Anyone entering the building should immediately feel that this staff is both welcoming and professional. The buildings bathrooms and other amenities will not be accessible without passing this front desk/screening area.
3. All other doors will only be used for emergency exits. Routine inspections by the Health & Safety Manager will ensure that the alarms are functioning, that the routes to the emergency exits are clearly marked and unblocked, and that exterior doors are not propped open for any reason which may allow outsiders access into the building.
4. AUTHORIZED INDIVIDUALS

Official staff and clients (regular and well known customers, congregants, and constituents) shall be admitted to the building without additional screening. All employees must undergo a background check before employment.

1. GUEST POLICY
2. Any building occupant expecting a guest must notify the front desk and provide the guest’s information before the guest’s arrival via email or direct communication. The screener should be trained to greet visitors and to ask appropriate questions about the visitor’s destination in a courteous and professional manner. The screener will contact the staff person being visited to verify that the guest is welcome and expected before permitting the guest access to the premises.
3. In some instances, the staff person expecting the guest must come to escort the guest into and out of the premises. Before being permitted access to the premises, all guests must present a valid ID and must sign-in into the log book. The log book requires the person’s name written by the screener, the time of arrival, who they are visiting, and the guest’s signature. The guest must sign out with the front desk when leaving.
4. VENDORS & SERVICE PERSONNEL

Front desk staff/screeners must have a list of all contracted vendors and service personnel on hand and will require proper business-specific identification from the visiting personnel. The front desk staff should be made aware of expected vendor or service visits via emails or direct communication from Company staff members. Any service personnel who must be permitted access to the premises must sign in and out with the visitor log book.

1. EMPLOYEE AWARENESS & TRAINING

For our policies to provide effective security, all building occupants must recognize the importance of following and adhering to the developed security procedures. All staff will be informed of polices through New Hire Orientations and will be trained to recognize strangers and report suspicious activity.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |