



VISITORS POLICY

1. OVERVIEW

Elton Ready Mix Concrete is committed to ensuring the health and safety of its employees, subcontractors and visitors to its premises, as well as the protection of **Elton Ready Mix Concrete's** property and assets. The company is responsible and liable for all contractors/visitors on **Elton Ready Mix Concrete** property at all times. **Elton Ready Mix Concrete** is not responsible for any injury or illness suffered as a result of a violation of this policy.

2. PURPOSE

The purpose of this document is to provide guidance for visitors to premises, as well as for employees sponsoring visitors to **Elton Ready Mix Concrete**.

3. SCOPE

This policy applies to all persons with scheduled appointments at the company's premises and to all employees of **Elton Ready Mix Concrete** sponsoring visitors. All **Elton Ready Mix Concrete** employees must enforce this policy.

4. VISITORS DEFINITION

"Visitors" are persons temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is often on business but is not under contract.

5. POLICY STATEMENT

5.1 Parking

- Visitors are encouraged to use the parking spaces reserved for them. If these parking spaces are in use, regular employee parking spaces can be used.

5.2 Sign-in

- All visitors must arrive at the reception desk for registration (visitor list);
- All visitors must present a government-issued photo ID at the time of registration;
- All visitors must be greeted by their sponsoring employee at the time of registration;
- All visitors must be screen for COVID19 by means of Temperature gun and complete the awareness checklist.
- Pets are not allowed, but assistance animals such as guide dogs are allowed. Sponsoring employees must indicate in advance if prior arrangements are required for their guest;

5.3 Photographs and cameras

- Visitors are not permitted to take photographs inside of premises, unless discussed specifically with sponsoring employees;
- Dedicated cameras are not permitted onsite. Cell phones and laptops equipped with cameras are permitted, but as previously stated photographs are not permitted without permission.

5.4 Information disclosure

- Visitors should not ask for information that is not related to their visit or the work they do;
- As well, they should not seek to know confidential information about the company, its customers, financial projections or any matter currently in dispute, future products or future directions of the company;
- Requests for information or statements on behalf of the company (as may be requested by a journalist or lawyer) should be reported to the immediate supervisor.

5.5 Sign out

- Visitors may be subject to a brief search of their laptop bags or other luggage as they exit the premise.

5.6 Emergency evacuation

- In the event of an emergency, it is the responsibility of the sponsoring employee to ensure that the visitor remains in the evacuation marshalling area;
- Emergency Coordinators will count all visitors using the information on the visitor list;
- Visitors will not leave the property until the emergency measures coordinators have confirmed that they have successfully evacuated the building.

5.7 Access to **Elton Ready Mix Concrete** network

- Consultants or other visitors who need access to the internet network can freely access the visitors' wireless network. Access to this network requires online acceptance of the network's terms of use;
- When the visitor receives approval to use the company's network, their activities on the network will be subject to the Acceptable Use Policy;
- The use of employee identification documents by visitors is not allowed under any circumstances.

5.8 Courtesy

- All employees of **Elton Ready Mix Concrete** are to bear in mind at all times that all visitors are either customers or potential customers. Even in the case of clear violations of this policy, all actions, dealings and conversations must be courteous.

5.9 Miscellaneous

- Visitors must immediately report any illness or injury suffered while visiting the premise to their host;
- All Visitors shall report any contact with elton Ready Mix Concrete, if exposure of COVID19 exist.
- In some designated areas, the visitor must wear appropriate personal protective
- It is the responsibility of the visitor/contractor to act in a respectful, non- threatening manner at all times and to comply with all **Elton Ready Mix Concrete** bylaws and policies and any other legislation and amendments thereto.

6. EMPLOYEE AGREEMENT ON VISITORS POLICY

I acknowledge that I have received a copy of the **Elton Ready Mix Concrete** Visitors policy. I have read and understand the policy. I understand that, if I violate the policy, I may be subject to disciplinary action, including termination. I further understand that I will contact my supervisor if I have any questions about any aspect of the policy.

Dated: _____

EMPLOYEE

COMPANY

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title