

Policy 1.3

OFFICE VISITORS

POLICY: Office Visitors

PURPOSE: To clarify the appropriate procedures for office visitors.

PROCEDURE: The Commission regularly has visitors in the building. All visitors except those attending a noticed Commission proceeding (i.e. agenda meeting, hearing or prehearing conference) are required to check-in and check-out with reception and issued a visitor badge. This includes employee family members, delivery and repair personnel and individuals that are here for scheduled and non-scheduled meetings with Commission employees.

A. Reception Procedures:

1. The visitor is greeted and asked how he/she can be helped. If the visitor is here to attend a noticed proceeding, he/she is directed to the appropriate hearing room.
2. If the visitor is here for any other reason, the following steps are to be followed:
 - a) The visitor is asked to complete the sign-in sheet.
 - b) The Commission employee checking in the visitor reviews the sign-in sheet to ensure the information provided is complete and legible.
 - c) The visitor is provided with a Visitor Badge and asked to wear the badge during the visit and to return to reception to check-out and return the badge prior to leaving the building.
 - d) The appropriate employee is notified that the visitor has arrived.
 - e) The visitor is then asked to have a seat and informed that the employee will be with them shortly.

B. Escorting Visitors

1. The visitor must be escorted from and back to reception. At no time, shall a visitor be allowed unescorted within the non-public employee work areas.