

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 518 – Visitors in the Workplace

1. General Information

- a. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
- b. All visitors should enter the Partnership for Children of Cumberland County, Inc. (PFC) at the reception area.

2. Policies

- a. To provide for the safety and security of employees and PFC facilities, only authorized visitors are allowed past the reception area.
- b. Employees are responsible for the conduct and safety of their visitors.
- c. Employees are issued access codes and security cards permitting entry into PFC premises. These codes or cards are not to be shared with anyone, family member or otherwise.
- d. Violation of this policy will result in disciplinary action up to and including termination of employment as provided for in Section 502.