

# Policy: Visitors

PL No – 15

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

## VISITORS

No visitors are allowed inside any of the Plants, Corporate offices, Warehouses, Godowns. Only visitors can be allowed as per following guidelines.

### 1.0 Approved Visitors

- 1.1 Vendors are allowed during the Business hours for Business Needs only.
- 1.2 Relatives/Family members of the staffs are allowed to visit only in the case of emergencies.
- 1.3 Any other person who have any Business with the organization can visit only during the Business hours of the organization.
- 1.4 No friends/relatives/vendors or any other person who is not working in the organization are allowed to visit our facilities at any time without any Business needs or emergencies.
- 1.5 It is the duty of every staff that if they see or know of unauthorised visits by unauthorised persons, they shall let the Head – HR know about it.
- 1.6 Visitors are supposed to go through mandatory checks of their vehicles while entering & exiting.
- 1.7 Visitors are supposed to fill their details in the visitors log book.

### 2.0 General

- 2.1 All staff will be responsible for smooth implementation of this policy.
- 2.2 Management and people who are having approval in written from Management are excluded from this.

Written By

Head – HR



Approved By

Management