

GBWCT POLICY



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VISITORS IN THE WORKPLACE

This policy sets out the parameters for employees who bring guests and visitors to the Golden Bay Workcentre Trust and outlines the responsibility that the employee must take in doing so.

1.0 Policy Statement

Visitors and the public are always welcome at GBWCT.

Visitors must not decrease productivity for both employees and co-workers or create potential liability for the Trust and/or risk of harm to others.

2.0 Purpose

We want to ensure that visitors will not:

- Pose a threat to our employees, participants, tenants, premises, and property
- Distract employees from their work
- Gain access to confidential information about the Workcentre or participants in our programmes.

3.0 Definitions

Guest: a member of the general public who is not a client, tenant, employee, or invited visitor.

Personal Visitors: friends and family of employees who come and visit them in the office.

4.0 Policy Details

Personal Visitors will be allowed in the workplace, as long as the employee has discussed visitor guidelines with the General Manager, and for a short visit that does not impede the work of the employee or others. It is recommended that staff take a scheduled break to receive their visitor/s.

GBWCT strongly discourages employees from being accompanied by friends, family, or children while working; including leaving children on-site or in office areas while they are at work. This does not eliminate infrequent, short visits from friends, family and children. Anything other than short visits is not permitted due to safety, productivity, and other workplace concerns.

GBWCT desires to be a family-friendly place of work for all employees; however, the workplace is not the appropriate place for childcare. Even during short infrequent visits, children 15 years of age or younger who are not participants must not be left unattended and must be closely supervised by an adult at all times.

If an employee is faced with unusual circumstances regarding visitors at work, the employee should speak with the General Manager.

5.0 Procedures

In order to ensure the safety and security for staff, clients, and tenants, all GBWCT visitors and guests are expected to abide by GBWCT policies and procedures.

- Guests and visitors should ensure they park in designated and appropriate parking areas.
- Employees are not allowed to leave minors unattended on site.
- All visitors and guests should always remain with appropriate GBWCT personnel.
- Any visitor or guest who violates GBWCT policy or NZ law may be asked to leave GBWCT immediately. After investigation of the incident, the person may be notified in writing that they are trespassed from GBWCT property until further notice.
- All visitors and guests are to comply with all safety rules, regulations, and policies while on GBWCT property or in our vehicles.

Revocation of Building Access Privileges

From time to time, GBWCT may need to adjust its normal procedures to protect the property. The following are representative (but not exhaustive) examples of when building access privileges may be altered or revoked:

- In the case of an emergency requiring the evacuation or lockdown of one or more buildings on-site.
- In the case of legal process, such as a non-contact order or trespass notice
- In the case where the GBWCT management exercises its authority to issue a Trespass Order.
- In the case where GBWCT limits or revokes access privileges for a disciplined or terminated employee.

- In the case where GBWCT limits or revokes access privileges in connection with a student discipline process.
- In the case where the Management Team or Emergency Management Team determines that it is in GBWCT best interests to limit or revoke access privileges.

6.0 Policy Scope

This policy applies to all GBWC employees.