

Company Visitor Policy

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Review Date: 7/8/20

Our Company Visitor Policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract members from their work
- Be exposed to danger.

Scope

This policy applies to all members. “Workplace visitors” may refer to members’ friends and family (referred to as personal visitors), contractors, external vendors, stakeholders and the public.

Policy Elements

The following rules apply for all kinds of visitors:

- Visitors should sign in and possess some form of identification.
 - At the theatre, they should sign in with the stage manager
 - At rehearsals/meetings, they should sign in with the highest ranking member of the production.
- Visitors will receive passes and return them to the person they signed in once the visit is over.
- Visitors should be accompanied around while they are inside our premises.
- Our data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they don’t conform, they may be escorted out or face prosecution if appropriate.

Visitors are not allowed backstage without prior approval from the stage manager and producer.

Contractors and service vendors

Contractors, suppliers and service vendors, like IT technicians and plumbers, can enter our premises only to complete their job duties. Stage managers and producers are responsible for providing contractors and vendors with passes and for instructing them to wear those passes at all times on our premises.

Other kinds of visitors

Our company may occasionally accept the following types of visitors:

- Students
- Investors
- Customers
- Job candidates
- Business partners
- Sponsors

This document was developed utilising and adapting content from:

<https://resources.workable.com/workplace-visitor-policy-template>

Those visitors should receive written authorization from the committee or a producer before entering our premises. They should always be accompanied by a manager/department head while on company property.

Solicitation

Visitors must not try to proselytize members, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

Dangerous or restricted areas

Members may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records or sensitive equipment.

Representatives of regulatory bodies and stakeholders (e.g. investors) may be exempted, if they have received official authorization from a producer or the committee. In these cases, they should be provided with the necessary badges and protective equipment to enter premises when needed.

Unauthorised Visitors

Staff who spot unauthorized visitors may ask them to leave. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.

Members who spot unauthorized visitors may refer them to the stage manager/department head/producer/committee member.

Disciplinary Action

Members who violate this policy may face disciplinary consequences in proportion to their violation. The committee will determine how serious a member's offense is and take the appropriate action:

- For minor violations (e.g. bringing in personal visitors without authorization), members may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), members may face severe disciplinary action up to and including loss of membership.