



POLICY: Visitors During Work

<i>Original Implementation Date:</i>	10.2016	<i>Date Reviewed/ Revised:</i>	10.2016	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
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PURPOSE: In an effort to establish a uniform policy regarding personal visitors in the workplace.

POLICY: It is the policy of Sun Heath Senior Living to provide an environment for all employees that is professional and free from distraction. Sun Heath Senior Living has found that time spent attending to a personal visitor detracts from work production of not only the employee, but also co-workers. Therefore, employees should refrain from having any type of personal visitors while at work.

This policy is not meant to prohibit community involvement or outreach. Employees with questions regarding workplace visitors should talk with their supervisor in advance.

Children in the Workplace: Unless given prior authorization or approval, or participating in company sponsored events, the presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is an interruption to the work environment. Children are not permitted at the worksite due to the legal liability of permitting such a practice. If a conflict arises concerning childcare it is the responsibility of the employee to contact their direct supervisor to discuss a resolution.

Current Employee Visits: If you are an active employee, and visiting during off duty hours, you must first check with the charge nurse, lobby receptionist, or designate and state the reason for visiting and obtain permission.