



EMPLOYMENT POLICY AND PROCEDURE GUIDE

Policy:	Visitor Policy
Effective Date:	10/1/2023

Applicability: All Employees

Purpose

To provide appropriate limitations for employees bringing children or other personal visitors to the workplace (Office or Field) that protect safety and maintain work productivity.

Policy

I Love Vacations ("the Company") appreciates your efforts in the workplace doing Company business and everyone should feel comfortable in the work environment. We indeed believe this is a family environment. At the same time, it is necessary to adhere and to follow consistent guidelines.

This policy applies to everyone that works in all of our offices and in the field.

Requirements

In general, employees should not bring children or visitors into the workplace, other than on an occasional, brief and unobtrusive basis. Requests to bring children or visitors into the workplace are subject to your Director/Manager approval. In all cases, care should be taken so as not to disrupt business operations or jeopardize confidentiality and the visitor/child must be supervised by the employee at all times. Some work settings are unsafe for minor children or other visitors, and therefore such visitations are not permitted. The employee accepts full responsibility for the child's or visitor's safety and for any damage to property or injury caused by the child's or visitor's presence.

This policy is intended to:

- Ensure clear and consistent understanding of policies and procedures.
- Compliance with state and federal regulations.
- No visitors when you are having meetings or calls.
- Visitors must be in an area that doesn't cause distractions for others.
- Not to use other employees to care for or entertain the visitor.

Responsibility of the Employee:

- Limit visitors to the workplace as much as possible.
- Discuss and receive approval in advance when needing or wanting to bring a visitor to the workplace.
- Have the visitor under your control at all times.

Responsibility of Director or Manager:

- Ensure you are aware of all visitors and have given approval in advance.
- Be mindful of any distractions from visitors in your department.
- Address any concerns about visitors with the employee timely.



EMPLOYMENT POLICY AND PROCEDURE GUIDE

Policy: Visitor Policy

Effective Date: 10/1/2023