

Institute for Medical Research, Inc.	Policy on Visitors in the Workplace	No. 505	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on visitors in the workplace.

Scope

IMR Employees and Investigators

Policy

To provide for the safety and security of employees and the facilities at the Durham VA Medical Center, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on VA premises, employees should direct the individual to the lobby, immediately notify their supervisor or, if appropriate, contact the VA Police and Security.