

DocSolutions, LLC

General Visitor Policy

All employees need to ensure that any visitor coming to meet them is aware that there are policies and procedures in place to protect both the confidentiality of DocSolutions' clients as well as the safety of all visitors.

All visitors to the premises must read the "Visitor Policy" posted in the reception area.

All the visitors to the premises must be met and the discussions held in the common reception/discussion area.

If anyone is found to be transgressing this he/she shall be liable for suitable disciplinary action including termination from the services & organization reserves the right to prosecute the employee concerned or recover the damage incurred thereof.

If any unexpected visitor arrives on premise and attempts to gain information about DocSolutions and/or DocSolutions clients, please inform your immediate supervisor. The exception to this guideline would be providing a DocSolutions brochure and business card to a prospective client.

Visitors to DocSolutions are NOT permitted in the office work areas unless accompanied by a management employee. Under no circumstances are visitors permitted beyond the ramp in the shredding area.

All visitors MUST use the front glass door which leads to the reception area. No visitors are permitted to enter through the man door, or the garage door in the shredding area. Under special circumstances such as severely inclement weather, drivers and personal care attendants may enter the man door in the shredding area, but may not proceed beyond the taped off area surrounding the door.

Visitor's Procedure

Upon arrival of the visitor, designated individual will inform the concerned person who can either receive the visitor himself or direct the guest to the visitor's area. Visitor should sign the guest book and fill in all areas of log including time of arrival. After the visit the visitor should be escorted to the reception where he or she will indicate time of departure in visitor's log.

The following activities are strictly prohibited: touching equipment; smoking, horseplay, entering restricted areas.

SAMPLE VISITORS' POLICY

(On Display in Lobby)

VISITOR NOTICE. Welcome. DocSolutions is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to DocSolutions' grounds, facilities and workplaces to abide by the following rules while they're here.

LOGGING IN: All visitors to DocSolutions shall enter through the front door, and sign the visitors log in the reception area.

RULES OF CONDUCT: All visitors must obey the following rules of conduct at all times:

All visitors must be accompanied by a member of management during entire visit.

- All visitors must follow all verbal instructions and signs including "no smoking" anywhere on the premises.
- Don't touch or attempt to operate any machine, device or equipment.
- Don't engage in any horseplay, running or rough and boisterous conduct.
- Stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor

LOGGING OUT: Visitors must leave through the same reception area in which they entered and log out.

NONCOMPLIANCE: Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. DocSolutions shall not be responsible for injuries visitors suffer as a result of violating these rules.

By signing the DocSolutions visitor's log, you are acknowledging that you have read and agree to the information presented in this policy.

