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|  VISITING ON-DUTY EMPLOYEES | NO. 468 |
|  POLICY:Generally, visitation of on-duty employees by friends, relatives, or other employees is discouraged at the facility.PROCEDURE:1. Employees are discouraged in receiving visitors while on duty. Employees should be instructed to have their family, friends or off-duty employees wait for them in public areas or outside the building.
2. On duty employees visiting other employees on other units is also unacceptable, as such socialization affects productivity, professionalism and can effect staff morale.
3. Breaks should be scheduled so as to not interfere with unit activity or productivity.
4. Failure to comply with these standards can result in disciplinary action.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |