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| VISITOR POLICY – EMPLOYEE GUEST | | | | NO. 277 | |
| No Employee shall have a visitor or guest on the premises unless permission was granted by their supervisor prior to visit. Employees observed talking to a visitor while on duty will be disciplined accordingly and the visitor will be asked to leave the premises. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |