


<p><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Visitors
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	Approved By:	Matthew Cavallo, Township Manager
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	Applicability:	All Employees

Visitors

To provide for the safety and security of employees and the facilities at the Township, 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.

Family and friends of employees may visit the workplace on occasion with the permission of the employee's direct supervisor. Such visits should be brief in nature so as not to interfere with productivity nor give members of the public who are at municipal offices to conduct Township an adverse impression.

All visitors should enter any municipal building at their respective main entrance. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized or suspicious individual is observed on or in any municipal building or facility, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance of that particular facility.

Employees also have an affirmative duty to report any suspicious or unauthorized persons on municipal property. Supervisors and the Township Manager are available to receive a report of an unauthorized person on Township grounds.

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Revision No.	Revision Date	Nature of Revision	Approved By