

## **GUIDELINES FOR VISITORS TO DHR**

**Hours of Operation: 8:30 a.m.-5:00 p.m. Monday-Friday**

1. All visitors must sign-in at the front desk upon arrival and present a photo i.d.
2. All visitors will be requested to review DHRM's *Civility in the Workplace Policy 2.35*.
3. Signing in will serve as acknowledgement of having read, understood, and agreed to compliance with Policy 2.35.
4. Guests are required to print their full name, time of arrival, and who they are here to see or the reason for their visit.
5. Front Desk staff will validate the name as it appears on the sign-in sheet with the name on the photo i.d.
6. Guests are required to wear a "VISITOR" badge/sticker with their name clearly written and visibly displayed on their left or right chest area at all times while visiting DHR offices.
7. It is preferred that guests make appointments with DHR staff; however, Front Desk staff may inquire if staff are available for pop-in guests.
8. Front Desk staff will contact either Archives staff or the staff person with whom the guest has his/her appointment. Appropriate staff will escort the guest to either Archives or the meeting space.
9. Archives guests will be escorted to the elevator to use the restrooms on the 1<sup>st</sup> floor. Guests in meetings on the 2<sup>nd</sup> floor may be permitted to use the restrooms on the 2<sup>nd</sup> floor at the DHR staff person's discretion.
10. Guests are not permitted to wander freely.
11. Guests are required to record the time of departure on the sign-in sheet to ensure a full and complete record.