

Policy Number: 02.051

Policy Title: Personal Visits and Telephone Calls

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, all visitors should enter Antioch College at the lobby of each building. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on the College's premises, employees should immediately notify their Supervisor or, if necessary, direct the individual to the lobby.