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| Company: | A&A Computers Ltd. |
| Document: | Office Visitors policy - Private |
| Created: | 09/01/2010 |
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The reception and shop areas of A&A Computers Ltd. are the important points of contact with persons and organizations. It is important that the company portrays an image of professionalism and it is expected that in all aspects the office carry out its work in a business-like atmosphere.

This policy provides guidance on the receiving private visitors. Private visitors distract staff members and interrupt work, affecting the quality of our work.

1. **No visit advice:** Employees are to inform their relatives and friends that they are not to be visited during business hours, except in emergencies.
2. **Rejection:** Administrators may reject visitors as they deem fit. Only in case of emergencies private visitors are allowed to see an employee.
3. **Self-introduction:** Visitors have to state their names, purpose of their visit, and whom to see. If refused, they are asked to leave. If they refuse to leave, call the administrator or a manager.
4. **Location:** Private visitors are received in the reception area – so not in the employee’s workspace, or outdoors.
5. **Duration:** Personal visits should be limited and brief. Maximum one per week, not exceeding five minutes.
6. **Responsibility:** Employees are responsible for their visitors.

This policy will be strictly enforced. Abuse of this policy will lead to disciplinary action being taken up to and including termination.

I have fully understood the above six clauses and agree to adhere to them:

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| The Employee: | Name: Place: Date: / / Signature: |
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