

AGENCY VISITATION

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Office Visitation Policy:

1. Guests of employees (including family) who are visiting for non-work related reasons are required to register at the security station when entering and leaving agency facilities and be escorted while visiting.
2. All visitors (work and non-work related) must wear appropriate identification and be escorted to and from their destination.
3. Visits of a personal nature should be limited to a reasonable period and must not interfere with the work of employees or the efficient operation of the Agency.

See: Workplace Conditions, Office Security.

11/06