




VISITOR POLICY	
Date of Re-issue:	December 6, 2017
Next Revise / Review Date:	December 6, 2018
Originally Issued:	October 26, 2010
Approved by:	
	Pamela Mullin, CFO

PURPOSE

The purpose of the VISITOR POLICY is to provide for the safety and security of both employees and the facilities at KBD Transportation. Authorized visitors only will be approved and permitted within the KBD facility and terminal.

Restricting unauthorized visitors not only protects the visitors themselves from potential harm, but also safeguards employees. Safety and security standards can be better protected AND equipment, materials, and confidential information can be better secured if the potential access, distractions and disturbances, resulting from unauthorized visitors, is removed.

SCOPE

This policy applies to KBD employees, contractors, sub-contractors, and all other visitors.

PROCEDURE

VISITOR SIGN-IN:

- A record of on-site visitors (known and unknown) will be maintained at all times:
 - All non-employee visitors are required to have a sponsor (KBD Transportation employee) to sign them in at the front counter and must exhibit valid proof of identification;
 - Drivers are required to sign in at the east entrance (driver door) of the terminal.
- All visitors are also required to sign out upon leaving. This procedure protects both staff and visitors in the event of an emergency or if a situation comes to light at a later date, for which it is beneficial to have all visitors and witnesses identified.

UNAUTHORIZED VISITORS:

- Any unauthorized visitors are to be identified, challenged and addressed by the Safety and Compliance Manager; and
- Visitors perceived as a threat:
 - Will be asked to leave; and
 - May be reported to the authorities at the discretion of the Safety & Compliance Manager.

VISITOR ESCORT:

- All visitors will require a KBD Transportation employee as an escort while on site.

VISITOR PARKING:

- All visitors will park at the front (south) of the building; and
- Unauthorized vehicles will be prohibited from entering the fenced yard.

VISITOR RESTRICTIONS:

- Visitors under the age of 14 years of age:
 - Must be accompanied by adult supervision; and
 - Will be restricted to the office area.
- Visitors will be restricted to visiting during the hours of 7:00 a.m. until 5:00 p.m., Monday to Friday. After-hours and weekend visitors are prohibited.

VISITOR DISTRACTION AND DISTURBANCES:

- For reasons of safety prevention, family and friends of employees are discouraged from visiting;
- Based on the perceived risk, the Safety & Compliance Manager will has discretion to instruct a visitor(s) to leave;
- The Safety & Compliance Manager also has the discretion to prohibit future visits from a visitor(s) for any reason (disturbance, distraction, illegal activity, etc.); and
- Law enforcement is to be contacted if a visitor refuses to leave.

PACKAGES BROUGHT ON SITE:

- Any suspicious packages brought on-site by visitor(s) are subject to inspection.

VIDEO SURVEILLANCE:

- Video cameras will be located at pertinent locations to record visitor activity;
- Video cameras will run 24 hours/day, 7 days/week;
- Video cameras will be checked daily to ensure working order; and
- Evidence of activities that put the KBD organization or its' employees at risk (safety, security, legality) will be shared with the proper authorities.

SMOKING AND TOBACCO PRODUCTS:

- Smoking, including the use of electronic cigarettes, and the use of all other tobacco products, is strictly prohibited in KBD buildings.

ALCOHOL AND DRUGS:

- The use of illegal drugs or alcohol is not permitted on KBD Transportation property; and
- Anyone suspected of using drugs or alcohol will be asked to leave the premises.

FIREARMS:

- Firearms are not permitted on KBD Transportation property.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- All visitors are required to wear appropriate personal protective equipment (PPE) in designated areas with designated tasks.

RESPONSIBILITIES

KBD Staff will:

- Be responsible for any visitor(s) that they sponsor; and
- Discourage on-site visits from family and friends during working hours.

The Safety & Compliance Manager will:

- Contact appropriate authorities should inappropriate or suspicious behaviour of a visitor be witnessed or reported;
- Identify and challenge unauthorized visitors;
- Ensure, to the best of ability, the safety and security of the KBD organization and employees as well as visitors; and
- Enforce and monitor this policy.

KBD MANAGEMENT will:

- Provide support and guidance to the development and application of this policy.

DEFINITIONS

Prohibited

To forbid (an action, activity, etc.) by authority or law

Surveillance

Continuous observation of a place, person, group or ongoing activity in order to gather information