

Visitor and Contractor Policy

SCOPE AND PURPOSE

About Staffing Ltd. is committed to the health and safety of all its employees and visitors. The purpose of this policy is to establish guidelines for visitors and contractors accessing our premises to ensure their safety, security, and compliance with About Staffing's organizational rules and regulations.

DEFINITIONS

Visitor: Any individual who is not an employee or contractor of About Staffing but requires temporary access to our premises.

Contractor: Any individual or organization engaged by About Staffing to perform specific services or work on our premises.

Access Procedures

All visitors and contractors entering About Staffing's premise must report to the designated reception area upon arrival and provide identification as requested. There will be a sign in sheet that indicates the time they arrived and who they are on premise to meet.

Security and Conduct

Visitors and contractors must comply with all applicable security procedures, including but not limited to:

- Undergoing security screenings if requested,
- Notifying the receptionist or security personnel of any suspicious activity or security concerns,
- Not bringing prohibited items onto the premises.

Visitors and contractors are expected to conduct themselves in a professional manner, respecting About Staffing's employees, property, and confidentiality. Any disruptive or inappropriate behavior may result in the immediate revocation of access privileges.

Safety

All visitors and contractors must comply with all safety regulations and guidelines set out by About Staffing while on the premises. Visitors and contractors should familiarize themselves with emergency evacuation and response procedures and follow instructions by About Staffing's employees in case of an emergency.

Confidentiality and Intellectual Property

Visitors and contractors must respect the confidentiality of About Staffing's information and intellectual property, including but not limited to, client lists, fee structures, and personal employee information. Unauthorized access, use, or disclosure of confidential information is strictly prohibited.

Compliance with Laws and Regulations

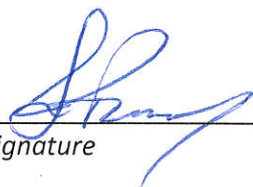
Visitors and contractors must comply with all the applicable laws, regulations, and policies during their time on About Staffing's premises. Contractors must provide proof of necessary licenses, insurance, and certifications as required by law or requested by About Staffing's employees.

Termination of Access

About Staffing reserves the right to deny or terminate access to visitors or contractors at any time without prior notice or reason.

Policy Violations

Any violations of this policy may result in the immediate removal from the premises, legal action, and termination of any existing contracts or agreements. Visitors and contractors shall be responsible for any damages caused by their actions while on our premises.



Signature

June 8, 2023

Date