

Policy: SVCA Office Access

Date: December 18, 2006 Board

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Purpose: To allow the staff the freedom to choose who comes into their workplace and help keep the working environment distraction free.

Policy: Offices of the SVCA are to be accessed only by employees and members of the Board of Directors. All transactions are to be initiated through the front office staff at the office window. Employees may, at their discretion, invite vendors or members to their individual offices.

Procedure: The staff member will be paged by the front desk to let them know they have a guest and find out how the staff member wants to handle it. The choice would be to come to the front desk to meet the guest or have the guest come to their office.

Responsible Position/Department: All Staff