Policy Statement – Safety and security for clientele, visitors, and Association employees is of very serious issue for the Association.

Building Security

Safety Precautions - In order to ensure employee safety, prevent theft, and reduce accidents, an employee who enters or remains in the building before or after normal business hours must exercise reasonable care for his or her protection. All exterior doors must be locked and no unauthorized persons should be allowed to enter the building.

Securing Premises - The last person to leave the building at the end of the workday is responsible for locking all exterior doors and windows.

Visitors

Normal Business Hours - All visitors must enter through the main entrance and report to the Receptionist.

Non-Business Hours - For safety and security reasons, all visitors, including vendors, constituents and personal visitors, are prohibited in the building before or after normal business hours, unless accompanied by an employee.

Personal Visitors - Personal visitors are allowed on Association premises for occasional, brief visits during normal business hours as long as such visits do not disrupt others. Personal visitors are not allowed at work sites.