

Subject: VISITORS		Policy No: 6
Original issue: 3/8/2019	Last Revised: 01/10/2020	Last Reviewed: 03/08/2024

I. OBJECTIVE


- A. To state the policy of Empire Electric Association, Inc. ("EEA") regarding Visitors in secure areas of EEA property.

II. POLICY

- A. A Visitor is defined as anyone not directly employed by or on the board of EEA.
- B. EEA only allows Visitors access to areas that are considered to be secure from the general public for the purpose of accomplishing necessary work. Such work may include repair and maintenance of facilities and equipment, delivery of supplies, or external audits. Visitors may also be granted access to attend board meetings, employment interviews, and training events.
- C. Anyone entering a secure area must show proper identification, complete and sign the visitor log, and receive a visitor badge before being admitted. The visitor badge must be visibly displayed while in secure areas. All Visitors should be escorted by an EEA employee while in secure areas.
- D. Visitors are encouraged to leave personal belongings in their vehicles and to only bring what is necessary into secure areas. Any personal items brought into secure areas are subject to search. Personal items subject to search include backpacks, briefcases, handbags, boxes, computer cases, tool boxes, or any other item, including the Visitor's person, that may, at the sole discretion of the EEA, be considered a security risk. If any items are discovered that pose a security risk the Visitor will be asked to remove the item from the facility.

III. RESPONSIBILITY

- A. The Board shall be responsible for any change or revision of this policy.
- B. The Manager is responsible for administration of this policy and for making recommendations for changes.

	President's Signature	Date: 3/08/2024
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