

Policy

Subject: **RCPA Building and Event Access Policy**
Approval Date: March 2019
Review Date: March 2022
Review By: Board of Directors
Number: 1/2019

This access policy ensures that RCPA facilities and events are accessed only for authorised purposes and that compliance is achieved with all legislative requirements and company policies. It also promotes an open, safe, comfortable and efficiently run environment that contributes towards meeting the business objectives of the company.

Access may be restricted to areas or facilities of the building identified for reasons of privacy, commercial sensitivity, Health and Safety or other compliance requirements.

- Guest WiFi is available only on request and should be arranged by the staff member approving the visitor.
- Visitor devices may not be connected to the RCPA network without explicit permission from the Manager IT
- Visitors cannot use internal RCPA systems unsupervised.
- Visitors should be restricted from the server rooms.

Visitors

RCPA is committed to providing a safe and healthy working environment for all persons, including visitors.¹ Visitors who are not expected or not known to Reception staff should dial in from outside the entry doors and identify themselves, the purpose of their visit and the person they are visiting.

The offices have a Visitor Sign-In Book at the reception desks. Before signing-in for the first time, visitors should receive an Induction, which explains the health and safety requirements specific to the premises, including what to do in case of an emergency, how to report an incident or an injury, a confidentiality clause, an agreement to abide by all safety rules, and relevant company policies. All visitors will also receive a “visitor pass” to be worn at all times whilst onsite. On completion of the visit, they sign out and return the pass.

In case of an emergency, the person being visited is responsible for the safety and evacuation of their guests.

All visitors must act in a responsible, polite and safe manner, and comply with all policies of the RCPA. They must not engage in any inappropriate behaviour and must comply with all directions provided to them by the RCPA or its representative.

Inappropriate behaviour may include, but is not limited to:

- Attending without authorisation.

¹ For the purposes of this policy, ‘visitors’ does not include Board and Committee Members and Consultants.

- Disrupting meetings or events.
- Aggressive behaviour.
- Bullying.
- Harassment.
- Threats.
- Violence.
- Accessing restricted areas or systems.
- Theft.
- Being affected by alcohol or illegal drugs.
- Refusing to comply with directions.

Visitors who engage in inappropriate behaviour may be warned, asked to leave, denied access to RCPA offices and events on a one-off or ongoing basis, and/or have their conduct reported to police.

Children in the workplace

In some circumstances, minors under the age of 18 may be present in the workplace accompanying adults or seeking to visit a family member. They are to be properly managed as visitors. Recognising that younger children in particular do not possess experience, knowledge or judgment about workplace hazards and safe work practices, RCPA requires parents and guardians to closely supervise children and ensure they adhere to all safety practices and instructions.

Internal Meetings and Events

Meetings/events that are held at the RCPA's offices are the 'business norm' and conference and meeting rooms should always be considered first before going offsite. Offsite meetings/events may be allowed if internal space is not available or suitable.

All event attendees, other than staff, Board members, Committee members and Consultants must register as visitors, and, in the case of paid events such as workshops, must have their registration confirmed. All registrations are not transferable unless previously arranged and approved by the event organiser. Any individual may be asked to leave the meeting or event if there is inappropriate or disruptive behaviour (the categorisation as such to be at the discretion of the company).

External Meetings and Events

All event attendees must register as required and must have their registration confirmed. Registrations are not transferable unless previously arranged and approved by the event organiser. Any individual may be asked to leave the meeting or event if there is inappropriate or disruptive behaviour (the categorisation as such to be at the discretion of the company or the venue management).

Incident Reporting and Follow Up.

If any staff member has concerns about the behaviour of any visitor to the premises they are to report such concerns immediately to the CEO or other senior staff member.

In the case of any incident involving visitors to any RCPA building or event, staff should follow the incident reporting and follow up procedures and guidelines as outlined in the RCPA HR Manual. Managers should ensure staff are aware of their access to the Employee Assistance Program and other support services.