

Reference : HUMAN RESOURCES
Section : WORK RULES
Title : VISITORS POLICY
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I PURPOSE

The purpose of this policy is to define the NFTA's policy on visitors to the NFTA's main offices located at 181 Ellicott Street.

II POLICY

All visitors to the MTC must sign-in at the reception desk. Upon arrival, the receptionist will call the employee to notify them that their visitor has arrived. The employee, or designee, must go to the reception desk and escort the visitor to the place of the meeting. The receptionist will issue the visitor a badge identifying the floor that the person will visit. In the event that the visitor has more than one meeting on different floors, the visitor must be escorted to the other floor(s). All visitors must be escorted back to the reception desk at the completion of their designated business.

Visitors who have not signed in and do not have a Visitors Badge shall not be allowed to "Piggyback" employees as they enter the MTC Office Tower. Piggybacking is when one person (employee) gains access to a restricted area properly and is followed through the access point (door, elevator, gate) by another person or persons that do not gain access properly.

The scope of this policy applies to all visitors at the MTC. Visitors are defined as individuals that are not employees of NFTA/Metro.