



PP-17 AIST Visitor Policy and Procedure

Policy

AIST seeks to provide a safe Campus environment by instituting policies, procedures, and guidelines to further define the Institution's role as an educational and cultural place of employment and a client and business partner.

Visitors are defined as individuals invited by divisions or members of staff for a limited period of time to collaborate with administrative, academic or marketing staff.

Visitors are an important aspect in AIST's daily operations. Visitors can also be from the wider local or international community and may come to AIST for a number of reasons – as prospective students, job applicants, vendors delivering essential products and supplies, service and maintenance professionals making scheduled repairs, or guests attending meetings or to provide services to the students or in support of students.

All visitors are expected to abstain from drugs, alcohol, and tobacco while on Campus.

Procedure

1. Staff must inform Reception when they know a guest/visitor will be coming to AIST.
2. Reception requests that the guest/visitor registers in AIST's Visitor's Record. Visitors are required to complete the following details:

Date of visit

Visitor's full name

Company name

Exact time of visit

Signature on arrival and departure

3. In keeping with the AIST's security policy, visitors must display their Visitor's lanyard while on the premises.
4. Following their visit guests are to return to the Reception, sign out and return their visitor lanyard.
5. AIST staff is responsible for ensuring that visitors return to Reception.
If they don't return, it is the staff member's responsibility to ensure the visitor is signed out and the Visitor lanyard is returned.