

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-046

**SUBJECT:** Family Members & Visitors at Work

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** July 1997

**Policy:**

Cottonwood, Inc. promotes good customer service to consumers and to other stakeholders and members of the public. While at work, employees' time and attention must be focused on Cottonwood, Inc. responsibilities. Additionally, Cottonwood, Inc. must ensure that it's facilities, grounds and staff are as secure as possible.

**Procedures:**

1. Even with approval, please keep visits from family members and others short so you can do your job.
2. In the event your regular childcare arrangements are unavailable or when school is not in session, please make other arrangements or plan in advance to take time off to care for your child.
3. If it is necessary for you to have your child or other visitors at the office, please discuss this with your supervisor prior to bringing a non-employee to the office to request permission each time this situation arises. In general, children are not allowed on the work floor for safety reasons.
4. Former employees must sign in at the front desk and will be directed or escorted, to the requested area (see policy 05-021). Vendors who deliver to Cottonwood, Inc. on a regular basis and are familiar to staff are exempt from this policy. All visitors are allowed only at the discretion of director and/or coordinator.
5. With the rare exception of approved consumer driven and initiated programming, employee's pets are not permitted at work.
6. No family members or visitors shall be permitted in Cottonwood, Inc. vehicles unless prior approval is obtained from your supervisor for a specific situation.