

ANSI, ANAB and Workcred Policy on Standard Visitor Procedures

New York and Washington, DC Offices

Purpose

This policy establishes standard procedures for ANSI, ANAB and Workcred (“ANSI”) staff to follow when visitors arrive at our workplace. It is designed to protect the safety, privacy, and rights of staff and visitors to our offices, while ensuring compliance with building protocols and applicable laws.

Visitor Categories

Visitors may include:

- Meeting attendees: Participants in ANSI-hosted meetings, workshops or events
- Service providers: Maintenance workers, delivery drivers, or vendors
- Business guests: Partners, contractors, or consultants visiting for professional purposes
- Job candidates: Individuals visiting for interviews or hiring processes
- Personal visitors: Family or friends of staff members

If you are a remote employee or an employee visiting an ANSI office that is different from your usual location, this does not apply to you. If you plan to visit an ANSI office that is not your usual place of business, please contact the respective reception staff in advance for the appropriate procedures and check-in process.

Standard Visitor Procedures

Each member of staff is responsible for following these procedures for standard visitors to our offices.

Pre-Arrival Requirements

- The responsible staff should notify ANSI reception in advance of any scheduled external visitors, providing the visitor’s name, email address, and organization, as well as the purpose of the visit.
- ANSI reception is responsible for sharing this visitor information with building security.

Check-In Process

Step 1. Upon arrival to the office building:

- The visitor should bring identification, and check in with building security in the lobby upon arrival.
- Building security should verify the visitor’s name against the daily guest list.
- If confirmed, security will grant elevator access to the visitor.

Step 2. Upon arrival at ANSI reception:

- The visitor signs in and receives a visitor badge they should be instructed to wear throughout their visit.
- Reception should notify the staff contact that their visitor has arrived.

- The staff contact greets them at reception and is responsible for accompanying them throughout their visit.

Special Situations

Unannounced Visitors

- Visitors without prior appointments must be verified before access is granted.
- Upon arrival of an unexpected visitor, building security will contact ANSI reception to confirm that access may be granted.
 - If confirmed by the responsible staff, access may be granted.
 - If not confirmed, the visitor will be politely denied entry and advised to coordinate with the person or department with whom they hoped to meet.

Emergency Personnel Protocol

- Upon arrival of emergency responders (e.g., fire department, paramedics, police), building security must immediately notify:
 - The building's fire life safety director
 - Property management
- Emergency personnel will be escorted by the safety director or property management.
- If time permits, reception will be notified prior to escorting responders to their space.

Law Enforcement

- If law enforcement personnel arrive at ANSI's offices, staff should follow these procedures.
 - Treat law enforcement personnel with professionalism and respect.
 - Notify a supervisor, manager, or legal (as appropriate) as soon as possible .
 - If documents or information are requested, ask for valid identification and official paperwork, such as a subpoena, warrant, or court order, and forward such official paperwork to legal counsel.

Visitor Conduct and Compliance

- Unauthorized or unverified visitors will not be admitted.
- All visitors must wear their issued badge at all times while on premises.
- Staff contacts are responsible for ensuring visitors comply with all office policies.

Approved by Senior Staff on 1/5/2026