



To: All Woodbury Employee

From: Corporate Services/HR

Date: February 24, 2016

Updated Policy on Security Swipe Badges and Visitor Procedures

Employees:

- Every employee must be assigned a security swipe badge upon hire.
- New hires will be assigned their badge on their first day of hire, and will have the proper access assigned for their position at that time. Human Resources will coordinate with IT, via an IT ticket to assign security badges.
- Any changes to assigned access, must be approved by department Managers and then sent via an IT ticket for new assignment.
- Employees who are terminated from employment, will be required to provide their badges to Human Resources at the time of termination. Human Resources will coordinate with IT, via an IT ticket to deactivate access. Access will be terminated at the time of termination.
- Employees who have lost their badges, must place an IT ticket so that a new badge can be assigned.
- Employees are not permitted to hold the door open for any coworker or visitor.
- Every employee must swipe in upon entering into IT/Training Room door, Accounting door, Lunchroom door, Sterling Analytics door, and all doors that access our offices on the 3rd floor.

Visitors:

- Every visitor must enter into the lobby doors by reception and sign in/out to our Visitor Log In book.
- Every visitor must obtain a Visitor badge.
- Every visitor must be escorted from reception to the person or area where they will be situated. Visitors will not be sent back to see anyone without an escort. Visitors should never be unescorted in the office, or let into the office initially through any other door other than the door that leads to reception.
- For any visitors that are coming into the office before our normal business hours, Sebally and Reception must be notified.
- Visitors/employees from other sites, who are onsite during our normal business hours, will be provided with a visitor badge if they need to access other floors. Visitors/employee from other sites, will be required to sign in/out for the badge at the receptionist desk.



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No Revisions: 11/1/24

