Building Policies

Entering the Building

Always wear your employee ID badge while you’re in the building. Do not use it to admit others into the building. Do not leave your badge in your car.

Sign in all visitors at the reception desk. Provide them with a visitor’s ID badge, and make sure the badge is returned to the reception desk when your visitors leave.

Make sure you close all doors securely behind you as you enter and exit the building, especially on weekends.

Decorating your area

Do not affix anything to the interior walls of the building. Do not use nails, tape, or screws to hang things on the interior walls of the building.

Do not place plants on or near computer equipment.

Smoking

Smoking is not permitted in any part of the building. Smoking areas have been designated near the back entrances. Deposit all butts in the ashtrays provided. Please do not throw your butts on the ground.