



# Visitor Policy

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The Rhode Island Resource Recovery Corporation (Resource Recovery) has implemented a badge identification system to identify Resource Recovery employees, temporary workers, visitors, and others who enter the facility. These measures are being instituted to better protect our employees, the assets of Resource Recovery, and the property of all our employees.

## PURPOSE

The purpose of this policy is to outline the procedures and protocol for the security of Resource Recovery.

## POLICY

It is the policy of Resource Recovery to ensure that the security of the Resource Recovery is maintained through consistent compliance and that all persons on the property are properly identified.

## DEFINITIONS

- Resource Recovery Employee: A full time or part time employee of Resource Recovery and/or board member.
- Temporary Workers, Vendors, Consultants and Subcontractors: Any worker who is subcontracted or who is performing work for Resource Recovery.
- Visitor: Any person who is not a Resource Recovery employee or a temporary worker who is visiting Resource Recovery.

## PROCEDURES

1. All exterior doors to Resource Recovery buildings, excluding the maintenance garage, must remain closed at all times except during exit and entry. There are other facility sites where this is not feasible during operations, however general security of all facility buildings should be maintained.
2. All doors leading to the scalehouse work area must remain closed and secured at all times except during exit and entry.
3. Areas requiring additional security are controlled by an electronic data chip entry system, i.e., main Resource Recovery headquarters and scalehouse.
4. No visitor(s) should be allowed access to work areas unescorted.

Last updated: 07/12/2017; visit [www.rirrc.org](http://www.rirrc.org) for most up-to-date version.

5. It is the responsibility of security and/or employees to stop and question any person/visitor who is not wearing an appropriate identification (I.D.) badge as issued by either the receptionist desk or security.
6. All department Supervisors and Managers will ensure that this policy is enforced.

## **IDENTIFICATION OF RESOURCE RECOVERY EMPLOYEES**

1. Resource Recovery employees will be issued photo identifications to be identified as agency employees.
2. The Resource Recovery I.D. will be either clip-on blue lanyard with green Resource Recovery lettering or blue reel with Resource Recovery logo that must be worn and displayed at all times when on Resource Recovery property.
3. The I.D.'s will contain the following information:
  - a. The employee's photo imprinted on the I.D.
  - b. The employee's name.
  - c. The employee's title.
  - d. Blue coded bars on top/bottom
4. Resource Recovery I.D. badges will be obtained and issued at the security office.
5. Upon termination, retirement, layoff, or any other separation from Resource Recovery, identification badges will be immediately returned to security or Human Resources.

## **IDENTIFICATION OF TEMPORARY WORKERS**

1. Temporary workers will be issued photo identifications for the purposes of being identified.
2. Identifications will have a Green colored lanyard with yellow lettering with badge identification in color code green bars that must be worn and displayed at all times when on Resource Recovery property. Expiration dates may be issued for certain temporary workers as provided by project managers.
3. The identifications contain the following information:
  - a. The name of the worker and company employed by.
  - b. The valid dates for the ID.
  - c. The areas of the building or facility in which access will be allowed. Access will be given based on the temporary workers' work plan as provided by project managers.
  - d. Green coded bars on top and bottom
4. Temporary I.D. badges will be obtained and issued at the security office.
5. The temporary worker will be advised if there is a phone designated for their use. Security will designate the phone to be used based on their working area.
6. The public restrooms, located on the first floor (and/or second floor if assigned to that work area), are available and should be utilized. The locker rooms are not to be used as public rest rooms.
7. Upon completion of assignment, temporary worker passes must be turned in to the security office or reception. Project managers will ensure that all temporary workers, consultants and subcontractors comply with this. Any temporary worker working after business hours, 4 PM and on must notify Resource Recovery of their location and what the estimated time they will be clearing from their assignment. All temporary workers will check out with security when completed with their duty.
8. A preprinted log will be maintained by the security office with appropriate information documented.

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## IDENTIFICATION OF VISITORS

1. All visitors to Resource Recovery are required by security officers at the front gate to report directly to the receptionist at the Main Administrative Building "A". Visitors must present identification in the form of a driver's license, business card, etc., for visitor processing. The receptionist will scan the identification into the Easy Lobby Visitors Management System and then assign a "Lanyard/Visitors Pass" to the visitor.
2. All visitors must wear an ID badge and red colored lanyard which clearly states "VISITOR" in white letters. The Visitor identification badge has blue color code bars with red letters. This must be worn and displayed at all times when on Resource Recovery property. These VISITOR badges will be available from the receptionist desk and/or security and will be numerically numbered and assigned to each visitor.
3. The receptionist will then advise the Resource Recovery employee that the visitor has arrived. The corporate employee will escort the visitor into the building.
4. Any visitors at Resource Recovery as guests of an employee must be escorted by the employee at all times while on Resource Recovery property.
5. At no time will anyone enter onto the property and proceed directly to a particular site, or meet with any employee of Resource Recovery, without having first registered with the receptionist. This will not pertain to those haulers who register upon entry with the scalehouse and are entering for disposal purposes only.
6. Visitors exiting the building must check out with the receptionist and turn in the **VISITOR** badge.

## PUBLIC FORUMS, BOARD ROOM, AND TOURS

1. The Executive Director may waive visitor passes when a large function is confined to a secured area such as the Board Room or for a tour. Arrangements will be made by managers to notify the receptionist of functions such as bid opening, haulers' meetings, etc. In this case, these visitors will report directly to the function area and sign in on a visitor log.
2. The receptionist will later record all visitors' information as recorded on the visitor's log in the Easy Lobby Visitor's Management System.

## IDENTIFICATION OF HAULERS/OPERATORS AND VEHICLES

1. Security officers will be posted at the main entrance guard shack gate at all times unless an emergency situation arises.
2. Trucks with Resource Recovery yellow identification numbers and conducting business of disposal will be allowed immediate access to the scalehouse.
3. Vehicles not readily identified will be stopped by the on-duty security guard at the main gate and the operator/occupants identified and asked as to their business at Resource Recovery. After questioning, the security officer will determine the reason for the visit. If access is allowed, for unfamiliar visitors/customers, the officer will contact the main building receptionist via radio or phone to alert that a visitor is arriving or the scalehouse that a customer is arriving.
4. If the operator/vehicle does not reach their destination, then security is to be notified and the operator/vehicle located.

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## **PHOTOGRAPHY AND VIDEOGRAPHY PROHIBITED**

1. No person including visitors, vendors, contractors or subcontractors shall use photography or videography unless permission is received by management.
2. Should any employee observe any of the aforementioned conducting photography or videography they are to immediately report it to security and their supervisor.
3. All news media, photographers and videographers are prohibited from entering, photographing, or videotaping unless permission is granted from management. This does not prohibit photography or videotaping outside of the Resource Recovery property line boundaries. In the event permission is granted by management, media personnel shall be escorted by Resource Recovery personnel.