

## VISITORS

RAILS welcomes invited visits of short duration to its facilities by personal friends, children, or other relatives of staff at the employee's work site. Visitors unaccompanied by an employee should use the intercom at the main entrance to gain admittance by staff. All visitors, whether or not they are accompanied by a RAILS employee, should avoid behavior and activity that disrupts or interferes with the normal operation of RAILS or disturbs RAILS staff or other visitors. Prohibited activity includes, but is not limited to:

- Harassing RAILS staff or other visitors, including verbal or physical abuse or threats of abuse
- Entering a RAILS staff-only area
- Engaging in conduct or activity that violates federal, state, or local laws
- Carrying or using equipment that blocks walkways, stairwells, doors, or exits within the RAILS facility
- Recording in RAILS staff-only or other areas not open to the general public

Visitors are only allowed during normal business hours except with written authorization from the RAILS Executive Director or designee.