



## **Belt Railway Company of Chicago Policies & Procedures**

<b>Policy No.:</b>	<b>21</b>
<b>POLICY:</b>	<b>On-Property Visitor Policy</b>
<b>POLICY VERSION:</b>	<b>Version 1</b>
<b>Effective:</b>	<b>August 1, 2024</b>
<b>Reviewed:</b>	<b>July 30, 2024</b>
<b>Revised:</b>	<b>July 30, 2024</b>

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All visitors at the BRC that wish to enter access-controlled areas of any building must:

- Enter the north center door of the General Office Building
- Advise a BRC employee at the window that you require a visitor pass and who you are meeting.
- Complete the visitor log with all required details.
- Wear the visitor pass in plain view.
- Occupy only the parts of secure buildings as permitted by the BRC employee in charge of your visit.
- Report any suspicious or unsafe activity to the BRC employee in charge.
- Conduct yourself in a professional manner.
- Return the visitor pass to the window when your visit has concluded.

BRC Employees who are not assigned an access control ID with access to the General Office must abide by the visitor policy at the General Office Building and Hump Towers

The BRC Employee in Charge of any visitor or group of visitors is responsible for restricting access to unapproved areas of buildings and escorting visitors through critical operations areas such as the Command Center. The BRC EIC also must maintain a headcount and a phone number to contact the visitor (s).

The Chief Clerk assigned to the Command Center may issue a visitor pass AFTER the visitor has correctly completed the log and the BRC Employee in Charge of the visit has arrived at the north entrance foyer to escort the visitors. The BRC employee issuing the visitor pass should contact the BRC Employee in Charge of the visitors to inform them that they have a visitor in the foyer.

Employees, contractors, and visitors are prohibited from allowing entry to access controlled areas to others without confirming the person has permission to enter the controlled area. "Piggybacking" is a serious security concern. Employees found to be allowing others to "piggyback" into access-controlled areas will be in violation of this policy.

Any intentional, repeated, or flagrant violation of this policy may result in disciplinary action through the STOP process.