VISITOR POLICY

<table>
<thead>
<tr>
<th>LONG TITLE</th>
<th>Policy for Tracking Visitors to CUSA Main Office</th>
<th>DATE OF ENACTMENT</th>
<th>01 April 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCE No.</td>
<td>H-55</td>
<td>LAST AMENDED</td>
<td></td>
</tr>
<tr>
<td>NEXT REVIEW</td>
<td>01 May 2024</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CATEGORY</td>
<td>Human Resources</td>
<td>COMPETENT CHAMBER</td>
<td>CUSA Board</td>
</tr>
</tbody>
</table>

PURPOSE: The purpose of this document is to outline the responsibilities of visitors.

SCOPE

This policy applies to all persons with scheduled appointments for a business function, and to all CUSA employees

DEFINITIONS

“Visitors” are persons temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.

RESPONSIBILITIES

All visitors must

(1) Sign in upon arrival at our reception desk;
(2) Sign out when leaving;
(3) Always be escorted by their designated CUSA host;
(4) Remain in designated areas;
(5) Immediately report any illness or injury suffered while visiting the CUSA to their host; and,
(6) Wear applicable personal protective equipment.
(7) Notify your CUSA host if you require special assistance in the event of an emergency evacuation.

All CUSA employees must enforce this policy.

PROCEDURES

1. A visitor begins by reading the Visitor Health & Safety Responsibilities document and then signs in on the Visitor Log.
2. If a visitor reports any illness or injury, then the visitor and the CUSA host will complete the Illness/Injury Reporting Form and submit it to the CUSA Human Resources.
3. If a visitor refuses to follow any CUSA policy as directed by their host, then the host will:
   • Ask visitor to leave; and
   • Report the incident to their supervisor.
COMMUNICATION
This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

EVALUATION
This policy will be evaluated on an annual basis through the Continuous Improvement Plan.