



June 2016

NCAE MODEL MANAGEMENT POLICY:

POLICY PROHIBITING VISITORS IN THE WORKPLACE¹

Workplace and food safety is a priority for [*Name of Business*]. In furtherance of this goal, [*Name of Business*] does not permit any of its employees, or in the event a farm labor contractor is used to provide workers, the contractor's workers, to bring with them or allow to enter visitors (including children) at work locations. Visitors may not be present at any time on [*Name of Business*] premises, including its fields and all facilities where work is performed. If an employee or worker employed by a farm labor contractor brings or allows a visitor at work, he or she will be asked to take the visitor from [*Name of Business*] premises and only return to work without the visitor. If a worker brings a visitor to work while he or she is working or permits a visitor to work in violation of this policy, he or she will be disciplined, up to and including termination of employment. Employees also are required to report to management of [*Name of Business*] if they observe visitors on the [*Business*] premises.

¹ This policy must be given to all employees. Supervisors should be informed of the importance of strict compliance with this policy and to monitor the business premises for compliance. If the employer has an Employee Handbook, this policy should be included. Employees should sign and date an acknowledgement that they have received this policy. If a farm labor contractor (FLC) is used to provide workers, a copy of this policy must be given to the FLC and explained. If the business has a written agreement with the FLC, this policy should be included in the agreement. The FLC must be instructed to explain the policy to its employees. The contractor must be informed that strict compliance with this policy is a condition of doing business and the FLC must enforce this policy with its employees, otherwise the business is entitled to terminate its agreement with the FLC.