Policy 4.124
Visitors in the Workplace

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
Effective Date: April 29, 2016
Last Revision: May 05, 2016

Policy Sections:
I. Policy Details
II. Related Links
III. Contact Information
IV. Revision History

Policy Details

Emory values family life and offers a range of policies, benefits, and resources that support families and domestic partnerships. While Emory seeks to provide a family-friendly environment for its employees, we must recognize that the University's first priority must be to accomplish our work in support of the broader mission.

Frequent, excessive, or extended presence of children and personal visitors in the workplace during work hours is inappropriate due to potential disruption of the workplace, the risk of harm to the visitor, and Emory's potential liability.

Consequently, Emory does not permit the frequent, excessive, or extended presence of personal visitors (friends and family members, regardless of age, including minor children) in our facilities. However, in rare circumstances, when there is a need for a family member or friend to be in the workplace for anything other than a reasonable and brief visit, the employee and his/her supervisor, in consultation with their School/Division Human Resources Representative or Human Resources Employee Relations, shall develop a plan that will set expectations and limits, and will resolve the situation with as little disruption as possible.

This policy does not apply to family members and friends on campus to attend classes, cultural or sporting events, or other authorized use of campus facilities.

Employees and supervisors are expected to adhere to this policy.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.124](http://policies.emory.edu/4.124)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President</td>
<td>Del King</td>
<td>404-727-7567</td>
<td><a href="mailto:dking2@emory.edu">dking2@emory.edu</a></td>
</tr>
</tbody>
</table>
Revision History

No previous versions of this policy were found.

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.