Policy of External Visitors

Policy Statement
This policy is designed to regulate access of external visitors to AUC Campus including employees’ children.

Reason for Policy/Purpose
This policy is designated to assure a safe, secure and professional working environment that supports family values. It is complying with the security policy and labor law number 58 (under “General Rules” item number 2.10) that pertains to visitors on Campus including employees’ children.

The policy is addressing and outlining the circumstances under which it is appropriate to bring non-student, minor children to the workplace. AUC is encouraging respect for the personal lives of AUC community members as well as the needs and circumstances of those affected by the presence of children in the workplace.

Who Approved This Policy
AVP for Human Resources: [Signature]
Date: May 2018
Interim EVP for Administration and Finance & Chief Financial Officer: [Signature]
Date: 6 May 2018

Who Needs to Know This Policy
The policy includes the entire AUC community except students.

Web Address for this Policy
TBC

Contacts
1. Director, Human Resources, Staff Affairs
2. Director, Human Resources Affairs, Down Town
3. Director, Human Resources, Benefits

Definitions
<table>
<thead>
<tr>
<th>Labor Law # 58 – item 2.10</th>
<th>This Law states the below as a violation: “Receiving external visitors who are not part of the institution’s employees in the work place without prior approval.”</th>
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<tbody>
<tr>
<td>Submitting a “Visitor’s approval form / Channel of Visitors’ approval</td>
<td>Employees should fill-out the visitor’s approval form in advance, to be approved by Unit Heads, then by HR, and subsequently submitted to the Security Office for action.</td>
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Policy/Procedures
Visitors, including employees’ children, are only allowed to access Campus through providing an AUC ID issued through a junior program/activity or within the channel of visitors’ approval (as defined above). In this regard, and in line with the continuous efforts exerted by the University to support AUC employees, after-school services have been made available through the Daycare Center on Campus to accommodate employees’ children who leave school before 4 o’clock. (See “Related Information” for more details).

Forms/Instructions
Visitor’s Approval Form.
Related Information

A variety of Junior Activities and programs are provided by the School of Continuing Education and Athletics Department during school holidays where Campus accessibility is provided within the areas that these programs are conducted. After-school services provided by “The Early Year Company” Daycare Center in New Cairo Campus have been extended to accommodate the needs of the University’s employees as follows:

- **After-school services for full-time employees:**
  1- Accommodation from 1:30 pm to 4:00 pm, the Daycare Center will offer a half day program with monthly fees.
  2- A one-hour supervisory service for school children from 3:00 pm to 4:00 pm, with monthly fees.
  3- The Daycare administration is also willing to pick up kids from school buses dropped off at the Pepsi Gate. One staff member (two if needed) will be waiting from 3:00 pm to 3:15 pm. This service requires prior arrangement with the parent, the school, and definitely with the Daycare administration.
  4- The Daycare center will offer a full day service for a daily fee where the center’s administration must be informed with at least 24 hours prior to the child’s visit.

Payment to the Daycare Center will be made on monthly basis between the 20th to the 28th of the prior month. Such service could also be provided on a day-by-day basis with an hourly rate. The Daycare administration should be notified at least 5-working days in advance with the selected days to guarantee space for the kids. Payment should be made on weekly basis for the selected part-time days.

Children can be accommodated until the age of 8 years old for all the above services except for the One-hour service, where children can be accommodated until the age of 10 years old. Fees for all mentioned services are paid in full by the employee.

Due to restricted capacity and safety reasons, the Daycare administration reserves the right to refuse to receive any child with any kind of sickness or infection. They also reserve the right to cancel the booking of any child due to child or parent non-compliance with the center's rules or regulations. Staff members who are interested should contact the Daycare administration to arrange for reservation; children are accepted on a first come first serve basis.

**Appendices (optional)**

N/A

**History/Revision Dates**

Origination Date: May 2, 2018.