

Wearing IRP provided ID Badge (waist high) within the office premises, is Mandatory for all IRP staff at all locations

Office ENTRY (Non IRP-Visitors)

- The visitor will introduce him/ her and show necessary credentials to the Security staff.
- The visitor must specify the person to be visited. The security staff will notify the reception about the visitor through intercom
- The reception will check the host availability and acquire consent
- Visitor's equipment will be checked at the security counter.
- The visitor will deposit his / her National ID card or Company ID card at the security desk and will be issued a Visitor Card. The visitor's badge to be displayed waist high
- The visitor will be escorted to the visitor waiting area.
- Security Guard will note down the time of arrival of the visitor.
- Visitors must be accompanied by the host at all times and they are only allowed to enter office common areas.

Office EXIT (Non IRP-Visitors)

- The visitor will be escorted back to the reception, by the host.
- Visitors will not be allowed to take any organizational asset out of the office
- Visitor will return the Visitor Card at the guard and take back their NIC.
- Time of departure will be recorded by the guard.

Office ENTRY (IRP-Staff)

- Always identify yourself by displaying you ID Badge at the office entrance,
- All staff should wear ID Badges with in the office premises
- Always wear you ID Badge waist high
- Please do not adopt rude behaviour with the guards, they are there to facilitate your entry
- Your equipment may be searched (depending on the prevailing security situation)

Office Exit (IRP- Staff)

- All staff are authorized to carry with them their personal items e.g. Laptop, Mobile etc.
- If any staff member has to take any office equipment (else than issued to him/her) they must obtain permission from their Line Manager/coordinator/logistics and Security.
- The Equipment Out Pass may be obtained from the respective Security, after approval by line Manager/ coordinator.
- The Security will record the details of items/ equipment being taken out