



Heroes Centre LTD

Visitor POLICY March 2024

POLICY CREATED BY MR. S. GHALIB

Visitor Policy

1. Introduction

Heroes Centre Limited values the interest and support of visitors who contribute to our mission of providing educational services to the community. This policy outlines the guidelines for visitors to ensure a safe and productive environment for everyone on our premises.

2. Visitor Guidelines

2.1. All visitors are required to sign in at reception upon arrival and sign out before leaving the premises. This helps us maintain an accurate record of who is on site at any given time.

2.2. Upon arrival, visitors will be provided with a visitor badge or identification by the receptionist. This badge must be worn visibly at all times while on the premises.

2.3. Visitors are expected to respect the privacy and confidentiality of our students, staff, and volunteers. Any sensitive information observed or overheard during the visit should not be disclosed or discussed outside the centre.

2.4. Photography and videography on the premises are strictly prohibited unless explicitly authorized by management for specific purposes. This policy applies to all individuals, including visitors.

2.5. Visitors are not permitted to engage in activities that disrupt the learning environment or interfere with the operations of the centre. Any disruptive behavior may result in the visitor being asked to leave the premises.

2.6. Any concerns, inquiries, or assistance required during the visit should be directed to a staff member or receptionist for prompt resolution.

3. Appreciation

Heroes Centre Limited appreciates the interest and support of all visitors who contribute to our community. We extend our gratitude to visitors for their cooperation in adhering to our policies and helping us maintain a safe and inclusive environment for everyone.

4. Conclusion

This policy serves to outline the expectations and guidelines for visitors at Heroes Centre Limited. By following these guidelines, we ensure the safety, well-being, and effectiveness of our programs and services while fostering a welcoming environment for all.

Thank you for your cooperation and commitment to our mission.