

Visitors

In order to maintain security and safety for our employees, **Goodwind Development Corporation** has the following policy with respect to visitors:

All visitors must check in with the receptionist, must wear a visitor's badge, and must be escorted by an employee.

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

Generally, friends and family members are not permitted to visit employees at the workplace.

When employees have any doubt whether a person can visit, they should contact the HR department.

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