Chapter 14

Activity 14-1 Improving Your Speaking Skills

**Directions:** Read the passage below to a classmate and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

SECURITY PROCEDURES

All visitors of XYZ Company must enter the facility through the main entrance of the building and be signed in. Visitors must be escorted throughout the building by the employee whom they are visiting. It is the responsibility of the employee to escort and sign out the visitor when he or she leaves the building. Under no circumstances should a visitor enter or exit the building through the employee entrance.

Due to insurance regulations, children and family members of employees may tour the building if a supervisor grants permission and if the Company employee to whom they are related accompanies the touring party. Such tours are conducted at the risk of the individual employee, and the Company assumes no responsibility for injury, illness, damage to personal property, or other mishap that may occur while families are visiting the Company facility. Employees are asked to limit visitors to ensure a minimal disruption to coworkers and the conduct of business.

The security of employees who may remain in the building after normal work hours and the security of the building after the normal workday are important for the safety of all employees and the protection of our place of business. It is every employee’s responsibility to cooperate in securing the building for the night.

If any employee is planning on working beyond his or her normal or customary departure time, he or she must notify the supervisor of the intent to remain after hours. Employees should also make an effort to locate others who may be staying late and coordinate efforts to ensure that no employee is locked in the building with the alarm activated. If you plan to leave your car in the parking lot beyond normal work hours, tell your supervisor or someone staying late.

Reading Questions

 1. Which door should be used for visitors to enter the company?

<<Place Answer Here>>

 2. May employees bring family and friends in to tour the building?

<<Place Answer Here>>

 3. Why is the company not responsible for visitors on the property?

<<Place Answer Here>>