



## **DAYDOTS KENYA LTD PROCEDURE FOR DEALING WITH STAFF, VISITORS, AND DELIVERERS**

### **1. Introduction**

At Daydots Kenya Ltd, we prioritize the safety, security, and professionalism of interactions with our staff, visitors, and deliverers. This document outlines our comprehensive procedure for dealing with these essential aspects of our operations.

### **2. Staff Interactions**

#### **2.1. Staff Identification**

- All employees are issued with identification badges that should be worn visibly during working hours.
- Visitors and deliverers should verify the identity of any staff member they interact with by requesting the presentation of an official company identification badge.

#### **2.2. Access Control**

- Access to secure areas is restricted to authorized staff only.
- Visitors and deliverers must be accompanied by a staff member when entering restricted areas.

#### **2.3. Professional Conduct**

- Staff members are expected to maintain a professional and respectful demeanor in all interactions with visitors and deliverers.
- Any grievances or disputes should be reported through the appropriate channels.

### **3. Visitor Interactions**

#### **3.1. Check-In Process**

- All visitors are required to check in at the reception desk upon arrival.
- Visitors will be issued temporary identification badges that must be worn at all times while on the premises.

#### **3.2. Escorting Visitors**

- Visitors should be escorted by a staff member at all times during their visit.
- The staff member should ensure that visitors are aware of safety protocols and emergency procedures.

#### **3.3. Privacy and Confidentiality**

- Visitors should not have access to any confidential or sensitive information unless authorized.
- Staff members should exercise caution and protect sensitive information during discussions with visitors.

### **4. Deliverer Interactions**

#### **4.1. Delivery Verification**

- Staff members receiving deliveries are responsible for verifying the identity and credentials of the deliverer.
- Only authorized personnel should accept deliveries on behalf of Daydots Kenya Ltd.

#### **4.2. Security Procedures**

- Deliveries should be inspected for any signs of tampering or damage.
- Suspicious deliveries or packages should not be accepted, and local authorities should be notified if necessary.

#### **4.3. Secure Handling**

- All deliveries should be securely stored in designated areas.
- Staff members should exercise caution when handling hazardous materials or fragile items.

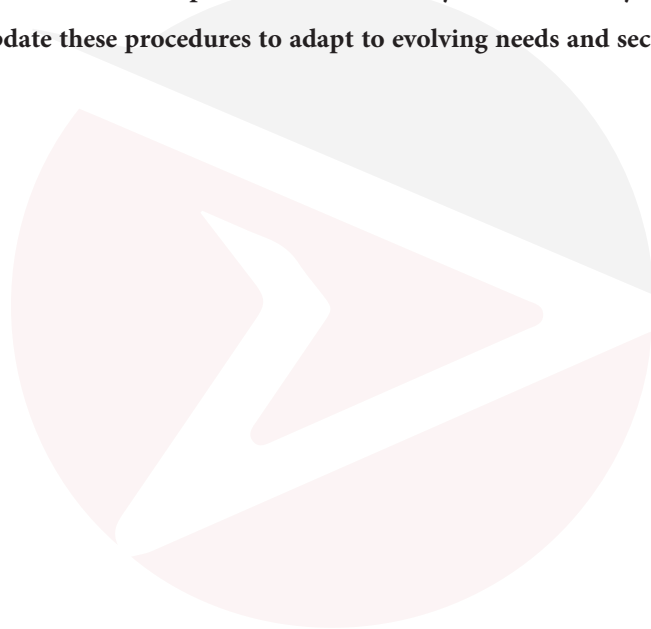
#### **5. Emergency Procedures**

In the event of an emergency, staff, visitors, and deliverers should follow designated emergency procedures, including evacuation plans, assembly points, and communication protocols.

#### **6. Reporting Concerns**

If any staff member, visitor, or deliverer observes behavior or actions that may compromise safety or security, they should promptly report their concerns to the appropriate authority within Daydots Kenya Ltd.

**Daydots Kenya Ltd is committed to providing a safe and secure environment for all staff, visitors, and deliverers. By following these procedures, we ensure professionalism, safety, and efficiency in all our interactions. We continuously review and update these procedures to adapt to evolving needs and security challenges.**



+254 757 654 944



daydots@daydots.co.ke



Design Centre Tausi Lane, Off Muthithi Road,  
P.O Box 20658-00100 GPO, Nairobi