



Document title: [Walk-In Visitor's Policy/Protocol – September 2019]

Document Version Number: V.1

Office/department responsible: Student Services – Security Department

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Policy Statement/Purpose

The Policy is to put guidelines to all walk-in visitors to TKH to provide a safe environment to all TKH community.

Who Needs to Know This Policy

Entire TKH Community

Contacts

Responsible University Official: Ayman Wahid Hagag

If you have any questions on the policy, please send an email to: ayman.wahid@tkh.edu.eg

General guidelines:

1. Walk-in visitors are allowed to park their cars inside the campus.
2. Upon their arrival, they will give their ID cards at the security check at "Gate A".
3. A security staff will escort the visitor to the reception, who will hand them a visitor's card, and will be contacting the responsible unit for the visitor.
4. The Security will escort the visitor to the unit, and hand him over to a team member.
5. In case it is a group, the ratio is 1 KH team member to 10 people.
6. After the visit, the unit's team member, will escort the visitor to the reception, to hand back the visitor's card.

History/Revision Dates

Origination Date: September, 2019

Next Review Date: December, 2019

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		

