



## General Guidelines for Vendor Conduct

During Appointments and Visitation at  
AltaPointe Properties

While the following list is not all-inclusive, the list does provide some general procedures that Vendors are expected to follow:

1. There will be no unscheduled visits to AltaPointe Health facilities. Vendors will make appointments with appropriate staff prior to arriving at AltaPointe Health facilities.
2. Appointments should be scheduled between 8:00 a.m. and 4:30 p.m., Monday through Friday.
3. Vendors should limit their appointments to no more than twenty (20) minutes. If a Vendor requires more than twenty (20) minutes for an appointment, the Vendor should request the additional time when scheduling the appointment.
4. Vendors are required to leave AltaPointe Health premises at the conclusion of their appointments and may not initiate unscheduled visits with any AltaPointe Health employees or representatives either before or after a scheduled appointment.
5. When permission is granted to a Vendor to be on AltaPointe Health premises, the Vendor is expected to precede directly to the area of his/her appointment, succinctly conduct their business, and depart the premises immediately following.
6. Parking is permitted in authorized areas only. Vendors should park in the employee parking areas. Parking is not allowed in a "Reserved" service or delivery area, "Reserved for IT Department" area, parking spots for "Reserved for Board Members," or "Handicap" parking spaces unless applicable.
7. No Vendor is allowed on AltaPointe Health premises outside of normal working hours (8:00 a.m. – 4:30 p.m.) without permission or approval from AltaPointe staff.
8. Vendor representatives are not permitted to solicit AltaPointe Health visitors.
9. Vendors are prohibited from offering food, gifts, or other item of value to any AltaPointe Health workforce members for any reason.

**Serving the Mobile Bay & Sylacauga Regions of Alabama**

5750-A Southland Drive · Mobile, AL 36693 · (251) 450-2211 · [AltaPointe.org](http://AltaPointe.org)