

## PROCEDURE FOR RECEPTION ACCEPTING AND FORWARDING PACKAGES

### 1.0 Purpose

To insure that items left at the reception area are not intermingled with other material and that these items are delivered to the correct receiver.

### 2.0 Scope

Applies to all non-mailed packages received by the receptionists. Mailed packages include fedex, US mail and UPS packages. (Mailed Packages are pre-addressed and logged in by the receptionist).

### 3.0 Policy

All packages received by the receptionist must be clearly addressed and firmly bound so that loose pages will not intermingle with other material in the reception area.

### 4.0 Procedure

1. The receptionist will receive and inspect material left at the reception area.
2. The receptionist will verify that the material is properly labeled to show the sender, receiver and date. If it is not properly labeled, the receptionist will gather this information and label the package accordingly prior to the sender leaving the reception area.
3. The receptionist will also verify that the material is properly bound so that loose pages will not intermingle with other material. If the material is not properly bound, the receptionist will bind the material using an envelope, rubber bands or clips to make sure that pages do not intermingle with other material in the reception area. Once bound, the receptionist will make sure that the new packaging has the proper addressing.
4. Once the package is correctly received, the receptionist will email or call the recipient for pickup.
5. If material is left at the reception area without proper labeling, the receptionist will bind the material properly and forward to the Personal Lines Manager.

### 5.0 Exemptions

No exemptions.

### 6.0 Effective Date

January 22, 2007

### 7.0 Policy Revisions

Atlas retains the right to make revisions and changes to this policy at any time.