

## Visitors Guide

Welcome to Hastings Mutual Insurance Company. As a vendor and a visitor we would like to provide you with the following information:

- Business Hours
- Contact Information
- Parking
- Security Procedures
- Dress Code
- Cafeteria Services
- Smoke Free Environment
- Confidentiality Agreement
- Network Access
- Overnight Accommodations
- Local Restaurants
- Map/Directions

### Business Hours

Monday – Friday 8:00-4:30

### Contact Information

Front Desk: 269-945-3405 / 800-442-8277

### Parking

You may park in the first lot in Visitor Parking.

### Security Procedures

All visitors enter the front lobby doors and register at the reception desk. The receptionist will notify the appropriate individual(s) of their visitor(s). You will be greeted in the lobby, escorted to work stations or meeting rooms, and escorted back to the lobby after your visit. Visitors are required to be escorted at all times by an HMIC Representative. (Special provisions may be made for service personnel, auditors, and other professionals who routinely visit.) Blue visitor passes will be available at the reception desk. All visitors are required to wear their visitor badge in an easily visible location at all times. The pass will show your name, organization, and the date you are visiting. You will be requested to turn in your pass at the front desk when you leave.

## **Dress Code**

Dress Code is Business Casual.

## **Cafeteria Services**

The cafeteria is located in the lower level and serves lunch and refreshments. A menu is posted at the beginning of each week. You may bring your own lunch; a refrigerator and microware are also available for your use.

### **Cafeteria Hours of Operation:**

Morning Break 9:30 – 10:25, Lunch 12:00 – 12:45, Afternoon Break 2:15 – 3:10

## **Smoke Free Environment**

Hastings Mutual provides a “smoke free” environment to protect the health of employees and maintain a pleasant and productive environment. Smoking is prohibited at all times inside any company building. Anyone who wishes to smoke is required to leave the company premises to do so.

## **Confidentiality Agreement**

A confidentiality agreement is standard when we work with vendors. Your Hastings Mutual contact will work with you on this agreement.

## **Network Access**

1. If a visitor is requesting a connection to the Hastings Mutual Insurance Company (HMIC) network they are required to notify their HMIC Representative ahead of time so the appropriate provisions can be made.
  - a. The Hastings Mutual Insurance Representative must notify the helpdesk (Ext. 1700) of their intentions at least 24hrs prior to visitation so the appropriate provisions can be made.
2. Before connecting to the HMIC network a Visitor is required to follow these procedures:
  - a. Allow their connecting device to be scanned by Technical Services to ensure it is free of malicious software and that its antivirus definitions are up to date.
  - b. Allow their wireless card to be disabled if they will not be using HMIC’s secured wireless network.

3. Visitors are required to abide by all HMIC policies while on the HMIC network, including the following actions which are against HMIC Policy:
  - a. Use of Instant Messaging software
  - b. Removing, physically or electronically, Sensitive data from the building unless approval has been formally requested and granted by IT Management.
  - c. Sensitive data is required to always be encrypted when in transit and at rest.
  - d. If sensitive HMIC data is misplaced or stolen it must be reported to the visitor's HMIC Representative or an officer of the company IMMEDIATELY.
4. If visitors only require internet access, vendors or their HMIC representative must contact the Helpdesk. The Helpdesk will provide you the current password to access the HMIC Guest Network labeled "HMIC\_Guest".

## Hastings Hotel Information

### Adrounie House Bed and Breakfast

**Don and April Tubbs**  
 126 South Broadway  
 Hastings, Michigan 49058  
 (269) 945-0678  
 800-927-8505  
[info@adrounie.com](mailto:info@adrounie.com)  
<http://www.adrounie.com/>

### Holiday Inn Express-Hastings

1099 West M-43 Highway  
 Hastings, MI 49058  
 1-888-465-4329  
<http://www.ihg.com/holidayinnexpress/hotels/us/en/hastings/lanhs/hoteldetail>

### Alfresco Suites

215 S. Jefferson  
 Hastings, MI 49058  
 (269) 945-5000  
<http://www.alfrescosuites.com>

### Bay Pointe Inn

11456 Marsh Road  
 Shelbyville, Michigan  
 (269) 672-8111  
<http://www.baypointeinn.com/>

## Grand Rapids Hotel Information

### Crowne Plaza

5700 28<sup>th</sup> SE  
 Grand Rapids  
 At I-96 (Exit 43B)  
 1-800-980-6431  
 (616) 957-1770  
<http://www.crowneplaza.com/h/d/cp/1/en/hotel/GRRCP>

### Holiday Inn Select

3063 Lake Eastbrook  
 Kentwood  
 (616) 285-7600  
[The Award Winning Holiday Inn Select - Grand Rapids](#)

### Hampton Inn

4981 28<sup>th</sup> SE  
 Grand Rapids  
 At I-96 (Exit 43A)  
 (616) 956-9304  
<http://hamptoninn.hilton.com/en/hp/hotels/index.html;jsessionid=1LZA3ZUTJZALUCSGBJBNMQQ?ctyhocn=GRRHSHX>

### Hilton Inn

4747 28<sup>th</sup> SE  
 Grand Rapids  
 At I-96 (Exit 43A)  
 (616) 957-0100  
[Hilton Hotel Grand Rapids Michigan - Grand Rapids Airport Hotel - Grand Rapids, MI Hotels](#)

## Local Restaurants

- Applebee's Grill & Bar
- Big Boy Restaurant
- County Seat Lounge
- Dynasty Chinese Buffet
- Mexican Connexion Restaurant
- Pizza Hut
- Ponderosa
- Phil's Galley
- Seasonal Grille
- State Grounds Coffee House
- Vitale's Pizza
- Walldorf BrewPub & Bistro

## Fast Food Restaurants

- Burger King
- Hungry Howies Pizza
- Kentucky Fried Chicken
- Little Caesars Pizza
- McDonald's
- Northside Pizza
- Subway
- Taco Bell
- Three Brothers Pizza
- Wendy's

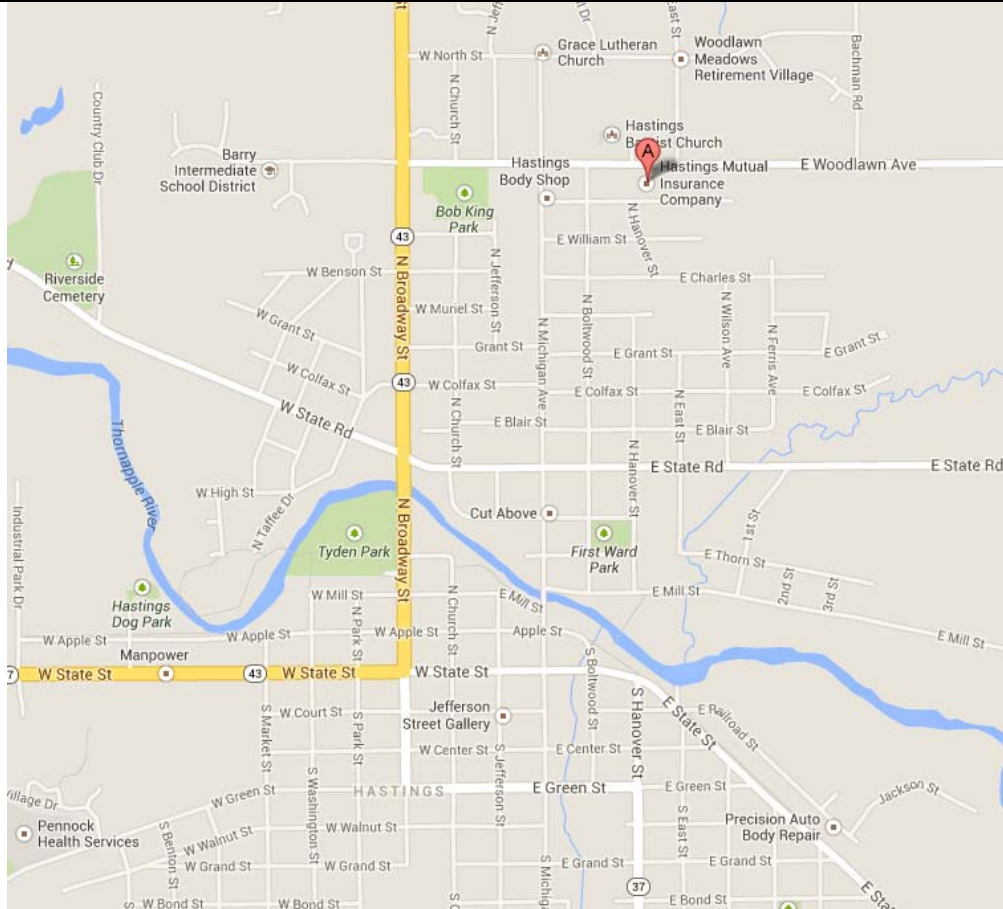
Since  
1885<sup>®</sup>

# Hastings Mutual

INSURANCE COMPANY

www.hastingsmutual.com

## Our Location



## Directions

**From the Gerald R. Ford International Airport:** Start going toward the Airport Exit turn **Left** onto 44<sup>th</sup> St. SE - go 1.2 miles. Turn **Left** on Patterson Ave. SE - go 1.6 miles. bear **Left** on Broadmoor Ave. SE (M-37) go 4.2 miles continue to follow M-37 go 18.9 miles - Turn **Left** on Broadway Rd. (M-43) go 0.8 miles - Turn **Right** on Woodlawn Ave. 0.4 miles. Arrive at 404 E. Woodlawn Ave. on the **Right**.

**From the Grand Rapids Crowne Plaza:** 5700 28<sup>th</sup> St SE turn **Left** onto 28<sup>th</sup> St 1.1 miles - Turn **Left** on Patterson Ave. SE go 3.6 miles - Turn **Left** on Broadmoor Ave. SE (M-37) go 4.2 miles continue to follow M-37 go 18.9 miles - Turn **Left** on Broadway Rd. (M-43) go 0.8 miles - Turn **Right** on Woodlawn Ave. 0.4 miles. Arrive at 404 E. Woodlawn Ave. on the **Right**.

**From the Kalamazoo Area:** Take 131 North to Exit 61 Hopkins/Bradley exit - turn **Right** on 129<sup>th</sup> Ave (M-179) go 6 miles - Continue to follow M-179 go 10.7 miles - Continue on Gun Lake Rd. (M-43) go 1.2 miles - Continue on M-43 go 2.3 miles - Turn **Right** on Woodlawn Ave. go .04 miles - Arrive at 404 E. Woodlawn Ave. on **Right**.

**From the Lansing Area:** Follow M-43 to Hastings - Take a **Left** on Woodlawn Ave go .04 miles - Arrive at 404 E. Woodlawn Ave. on **Right**.