



# Hastings Mutual Insurance Company

Proud Past, Strong Present, Exciting Future!

*A+ Superior by A.M. Best  
Ward's Top 50 Insurers (top 2%)*

*A+ Excellent - TheStreet.com  
Demotech "A" Double Prime Unsurpassed*

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.

## ***Hastings Hotels***

### **Adrounie House Bed and Breakfast**

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

### **Alfresco Suites**

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

### **Parkview Motel**

429 N. Broadway  
Hastings, Michigan 49058  
(269) 945-9511

### **Bay Pointe Inn**

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

## ***Grand Rapids Hotels***

### **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>

### **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.jhtml;jsessionid=1LZA3ZUTJZALUCSGBJBNMQQ?ctyhocn=GRRHSHX>

### **Holiday Inn Select**

3063 Lake Eastbrook  
Kentwood  
(616) 285-7600

[The Award Winning Holiday Inn Select - Grand Rapids](#)

### **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](#)

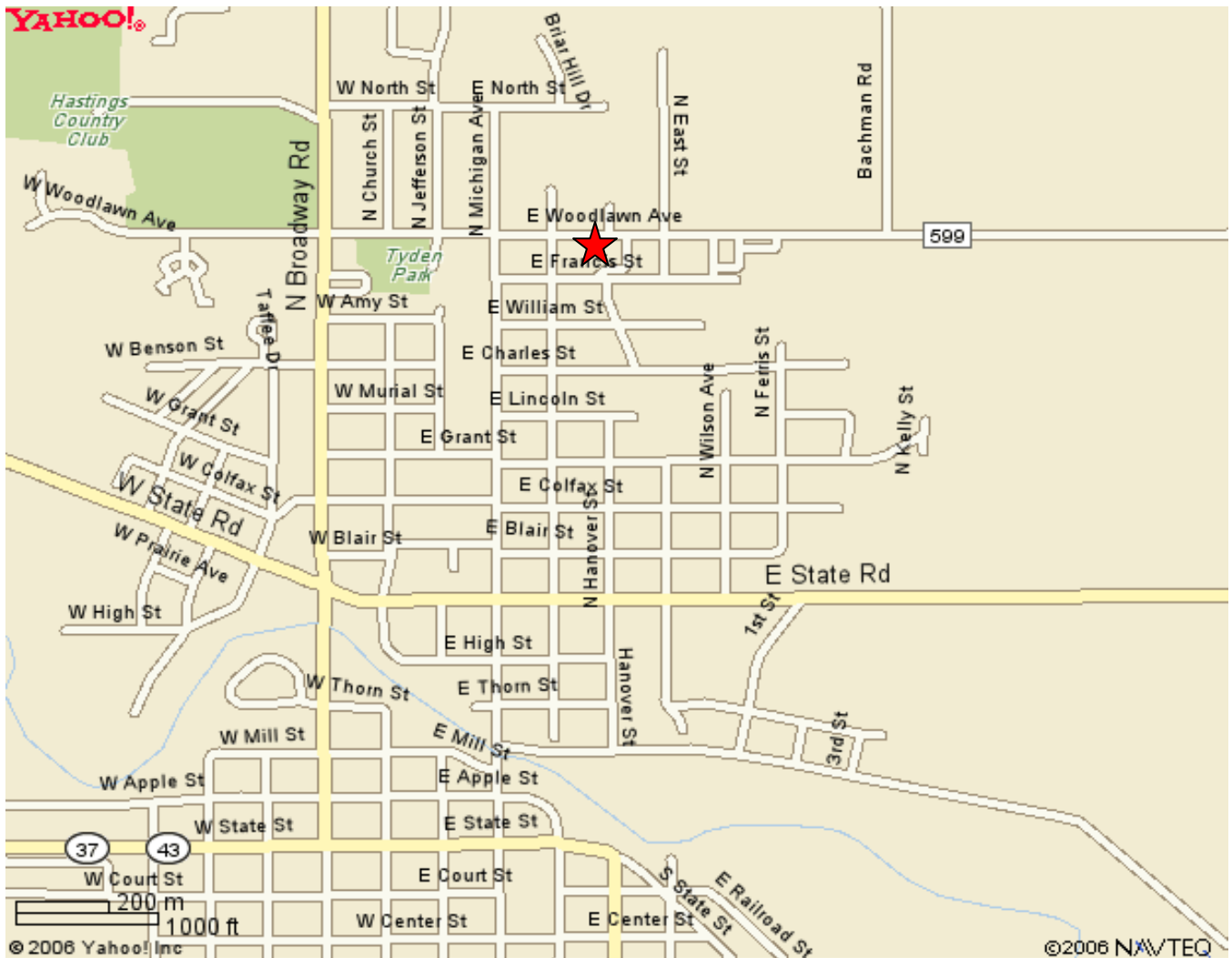
## *Local Restaurants*

- Applebee's Grill & Bar  
638 W. State St 945-6090
- Big Boy Restaurant  
1105 W. State St 948-2701
- County Seat Lounge  
128 S. Jefferson St 948-4042
- Dynasty Chinese Buffet  
626 W. State St 945-1898
- Fall Creek Restaurant (American  
& Italian)  
201 S. Jefferson St 945-0100
- Mexican Connexion Restaurant  
131 S. Jefferson St 945-4403
- Ponderosa  
220 S. Market St 948-3700
- Sam's Joint  
2412 S. Briggs Rd Middleville  
795-3965
- State Grounds Coffee House  
108 E. State St 948-7730
- Vitale's Pizza  
150 E. State St 945-3480 or 945-3489
- Walldorf BrewPub & Bistro  
105 E. State St 945-4400

## *Fast Food*

- Burger King 1310 W. State St
- Kentucky Fried Chicken  
1320 W. State St
- McDonald's 1215 W. State St
- Northside Pizza 829 Michigan Ave.  
945-3418
- Pizza Hut 437 W. State St
- Subway W. State St
- Wendy's 615 W. State St

**Our Location**  
**404 E. Woodlawn Ave**  
**Hastings, MI 49058**



[Yahoo! Maps - Hastings, MI 49058-1005](#)

**From 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**.