

KEY CONTROL POLICY AND PROCEDURE

Purpose:

- 1) The purpose of this Key Control Policy and Procedure is to help protect the life, property, and security of this office and all its occupants.
- 2) It shall serve as the framework by which all keys will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for.

Procedure:

- 1) HR will ensure an accurate record of all keys currently distributed to staff across the company (recorded in InfoHR under “comments”)
- 2) Everyone who already has a key should sign a form stating that they will return the key when no longer needed for work purposes or upon leaving the company (key holder agreement)
- 3) When a new key is being requested by an employee, the Facilities Manager should provide written authorization (email) stating that the key is necessary in order for the employee to be able to complete his/her duties
- 4) Once the employee has been issued a key, this will be recorded
- 5) As part of the termination procedure, HR department will check whether the employee has a key and request it back if he/she does.