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TAIL-GATING

PURPOSE

To increase security at all access points to the building. This will be used as a preventative measure to ensure only authorized employees have access to restricted areas.

DESCRIPTION OF TAIL-GATING

All employees will be required to scan their Personal IDs at all access points (coming/going). One employee per scan will be authorized. Holding the door for any other employee regardless of priority will be met with disciplinary action.

ENFORCEMENT

Employees will be placed under an increasing strike policy pending on disciplinary results.

Written Warning/Verbal Warning

1 Day Suspension

3 Day Suspension

Termination

These are the steps that will be taken to ensure compliance. \*Note pending on seriousness of the failure to comply with TAIL-GATING Policy all employees are subject to termination at any time.

MONITORING

Making a system where comparing time-stamped data logs that issue warnings based on data under certain parameters:  
  
Badging in twice within an area/multiple areas in a short amount of time