

BUILDING ACCESS POLICY

On-Target facilities are open Monday thru Friday between 7:00 am and 6:00 pm. During normal operating hours employees should enter and exit the building through the front door only, with the exception of Safety and Security/Facilities staff. Access to the facilities during non-business hours should be coordinated with the Director of Safety and Security in advance and will be provided on an as needed basis.

Authorized employees will have keys that offer access to specified areas of the building. Accordingly employees will only obtain keys that are relevant to their position. An employee found to have abused their privilege will be subject to disciplinary actions up to and including termination. Anyone receiving keys will sign an acknowledgement of receipt. Upon termination the keys must be returned before a final pay check can be issued.

Employee Name

Signature

Date

