



Access Control

Each employee is provided with a company badge which gains access to the office through the front entry glass doors located in the reception area. At the present time the doors are un-locked from 9AM to 5PM, Monday through Friday. The office is not accessible on Saturday or Sunday. If an employee needs to gain access to the office outside those hours during the week, their badge will allow for ingress and egress of the office through those front glass doors ONLY. Only management has access to all other doors. The badge provided is to be on your person at all times and NON-EMPLOYEES are not to be given access in the office unless they have an appointment and sign in at the front desk or if they are security, the cleaning crew or a delivery of some sort.

The badge provided is company property and should be kept in the same condition as was provided. Anomaly Squared Inc, has the right to ask for the badge back at any time without question. If the employee resigns or is terminated, the badge must be returned prior to leaving the office and will be deactivated immediately. If the badge is not returned, there is a \$50 fee that will be deducted from the employees last paycheck.

NOTE: At no time is it allowed to have NON-EMPLOYEES on the contact center floor unless approved by management.

Employee Signature_____ Date_____