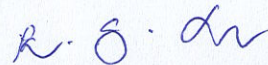


DUPLICATE KEYS OF DOORS, FILING CUPBOARDS AND TABLE DRAWERS

1. In order to standardize the control of duplicate keys of the above stated office equipments / Assets of the company the following procedure should be implemented at Departments and Branches, with immediate effect.
 - a. Staff members should not keep their personal belongings inside captioned office equipments / Assets.
 - b. Documents relating to routine business operations of the company, other than those that need dual control, could only be kept in such office equipment / assets.
 - c. Duplicate keys of such equipments / assets should be kept under the control of the Heads of Departments / Branch Managers having tested them and be placed in the vault. *(Heads of Departments at head office should use the Vault at the Kohuwala Branch for this purpose)*
 - d. The duplicate Keys should be tagged indicating the **Inventory Number** pasted on the relevant equipment / asset with the name of the current user of the original key for easy Identification.
 - e. Accordingly, both keys of any locking device of the company should not be held by any individual staff member of any grade under any circumstances with immediate effect.
 - f. In the absence of a staff member holding the key of any such equipments / assets, either the Head of Department or the Branch Manager or the Assistant Manager is authorized to open such equipments / Assets to meet such official needs, using the duplicate key, and notify the staff member **on reporting for duty** the circumstances that led to the opening of such equipments / assets using the duplicate key, during his / her absence.
 - g. Internal Audit department should report on the level of compliance with the above requirements in their Branch Audit Reports.



Manager, Human Resources



CEO/ Executive Director