

**9 6INTERNAL OFFICE MEMORANDUM**

**FROM: - CEO/ EXECUTIVE DIRECTOR**

**TO: - All Staff**

**SUBJECT DUAL CONTROL OVER SAFES / VAULT.**

**Date 11th June 2024**

**Please note that Branch Managers / Assistant Managers and such other staff member(s) handling kays of Safes / Vaults for the purpose of maintaining dual control are responsible to safeguard Cash / Jewellery / Security Documents and such other valuable documents placed in such vault or safe as long as they hold such keys.**

**Loss of any item under the dual control as described above will be considered as a fraud warranting disciplinary action. followed by investigations to be conducted by the Police Authorities based on a complaint lodged by the Management.**

**Therefore. it is the responsibility of staff members handling keys of vaults / safes to be physically present facing the safe / vault from the time it is UNLOCKED UNTILL IT IS LOCKED, by using their respective keys.**

**Please not that Dual control is not opening and locking a safe or a vault, it also involves safeguarding the contents paced in the safe when it is opened for operational activities. When not in use the Safe / Vault should always be kept locked using both keys.**

**All staff members are required to follow the above instructions when handling safe / vault keys subject to the requirements in the Cash Operations Policy and procedures Manual.**

**Signed**

**CEO/ Executive Director**