KEY ISSUE POLICY

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| **Key#** | **Department** | **Employee Name** | **Department Head Authorization** |
|  A | General Access |  |   |
|  Fire | Fire |  |   |
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**KEY ISSUE POLICY** All keys issued by this company become the responsibility of the employee to whom keys are assigned and accepted by. Keys are not to be loaned or utilized by any other employee or non-employee at any time. If keys are misplaced or lost it is the employee’s responsibility to notify the Department Head as soon as possible. Disciplinary action may be assessed at that time. Keys and tags will not contain any marks or wording which identifies the Company or any of its locations.

At termination of employment, employees are required to turn in all keys which have been assigned and issued to Facilities maintenance. When keys to perimeter doors or storage room doors, or rooms containing valuable assets are not accounted for, management may determine that entry locks must be re-keyed. Failure to return keys may result in cost of rekeying areas mentioned above.

Note: employees who are absent from work without notice are deemed to have resigned. If issued keys are not turned in within 24-hours of separation, locks will be changed and appropriate charges deducted from pay.

EMPLOYEES WHO KNOWLINGLY VIOLATE THIS POLICY ARE SUBJECT TO TERMINATION OF EMPLOYMENT

Print: Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_