

KEY AND BUILDING SECURITY POLICY

POLICY STATEMENT

The company provides keys for use by authorised staff. The purpose is to provide and maintain building and office security and allow access to authorised personnel after hours.

GUIDELINES

Building keys and alarm security codes are the property of the company.

The General Manager is responsible for authorising the issuance of keys and alarm security codes and the maintenance of keys, locks and the alarm security system.

Building keys

Individuals are required to sign the key register when issued with a key.

Keys are assigned to individuals. Keys are the responsibility of the individual staff member whose signature appears on the key register.

Keys may only be loaned if authorised by the General Manager.

Keys may only be duplicated with the permission of the General Manager.

Keys must be surrendered upon request of the General Manager or upon leaving the company's employment.

Persons failing to return issued keys may be charged for costs associated with re-keying of the spaces accessible by the key.

Refusal to return a key upon request may result in arrest for theft of company property.

Lost keys must be reported to the General Manager within 24 hours of loss.

Electronic Alarm System

Staff are required to register with the General Manager a unique security code for the alarm system.

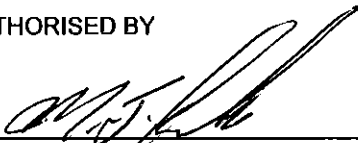
Staff are responsible for ensuring their individual code is not divulged to other individuals.

Staff members are responsible for any use of their individual alarm code by other persons.

IMPLEMENTATION and REVIEW

Policy to be fully implemented on 23rd May, 2012. Policy to be reviewed on 23rd May, 2013.

AUTHORISED BY


(Signature)

MICHAEL HANDA
GENERAL MANAGER
23/05/2012