## KEY ACCESS POLICY

This policy is intended to define the process of issuing keys, storing and transporting keys, and the costs incurred by people and agencies when keys are lost. This policy applies to keys issued by [Organization Name] to employees and departments.

ISSUANCE OF KEYS

Each [Organization Name] employee will receive a key to the office, and the [Insert department/person] is responsible for the administration and distribution of office keys. For request of new or replacement keys, employees must take note of the following:

* Requests for new or replacement keys can be made by submitting a request form to [Insert department/person].
* For new employees, the manager/supervisor must initiate the request for keys.
* Requests for key replacements may be done by employees themselves.
* No replacement keys will be supplied unless a report of a missing key is lodged.

KEYHOLDER RESPONSIBILITIES

Each employee is accountable for office security, and must abide by the following as part of their responsibilities:

* It is prohibited to duplicate keys or to possess any unauthorised keys.
* All keys must be kept securely.
* If a loss occurs, the employee will be fined $X.00, and the department will bear the financial costs associated with rekeying an area.
* Employees are not permitted to lend or transfer their keys to another person.
* Employees shall not unlock a building or room for any individual who does not report to the office in question unless it is known that this individual has been permitted access to enter.
* Keys must be returned to [Insert department/person] under the following circumstances:
  + end of employment
  + transfer of office: employees must never simply hand over a key to another person)
* Unauthorized persons or suspected activity must be immediately reported to [Organization Name].
* Any [Organization Name] keys found should be given in to [Insert department/individual].
* Employees who violate critical policies may face disciplinary action.