## KEYHOLDER POLICY

This policy is intended to establish the <Organization Name> (the organization)’s expectations of employee keyholders. Specifically, this policy will outline the issuing of keys, expectations for storing and transporting keys, and the possible costs incurred by the organization when keys are lost or stolen.

DEFINITION

**Keyholders:** employees authorized to receive keys to the office and specific sections of it, including but not limited to internal rooms, storage facilities, and grounds.

ELIGIBILITY

The following employees are eligible to be keyholders:

* [list eligible employees; this could be positions or conditions, examples below]
* Managers and supervisors
* Office custodian and security personnel
* Employees who always arrive at the office first

POLICY

The organization will identify, in advance, employees who are eligible to hold keys on a permanent or temporary basis. Identified keyholders must sign a keyholder agreement form at the time they are issued the keys. The keys will be signed back to the [Insert department/person] at the end of the temporary period or in the event of a separation from the organization. If an employee is going on leave for a period exceeding XX months, the employee is required to return the keys.

The [Insert department/person] is responsible for the administration and distribution of keys and must keep a master record or registry of all keys held and by whom. Both permanent and

temporary keyholders are noted on this register.

**Key Issuance**

For request of new or replacement keys, keyholders 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 eligible to be keyholders, the manager/supervisor must initiate the request for keys.
* Requests for key replacements may be done by keyholders themselves.
* No replacement keys will be supplied unless a report of a missing key is lodged.

**Keyholder Responsibilities**

Each keyholder 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 unauthorized keys. Duplication of keys is the responsibility of [Insert department/person] and should only be done by an approved locksmith.
* All keys must be stored or kept securely by employees and the organization.
* Keyholders are strictly prohibited from lending or transferring their keys to another person.
* Keyholders 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 the organization.
* Any company keys found should be given to [Insert department/person].

Employees who violate the terms of this policy will be subject to the progressive discipline process, as outlined in the organization’s policy manual.