

Security of Keys and Codes Agreement

I _____, have been issued the following keys/codes:

Date Issued	Code	Key #	Location	Date Returned

See reverse for additional space

I understand that these keys are for business purposes and I agree not to share, loan or duplicate any of these keys. I will not share my security code(s). In the event I lose any key during my employment, I further agree to be responsible for the replacement costs of the key(s) and/or lock(s). I agree to return all of the keys issued to me by ASC by my last day of employment. I understand and agree that should I not return any key, the cost of replacement of the key and/or lock will be deducted from any final payment owed to me by ASC.

Employee signature

Date

Signature of person issuing keys

Date

To be completed upon discontinuation of employment. I have returned all ASC keys.

Employee signature

Date

ASC designate for keys

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