

## **Security of Keys and Codes**

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**Purpose** *To have a clearly defined process for security. This includes the issuing of keys and codes to employees and the subsequent employee responsibility.*

**Policy Statement** *The issuing of keys and security codes to ASC employees must receive prior approval from the Executive Director/Services Director.*

*Any employee issued keys and/or codes by ASC must sign the Security of Keys and Codes Agreement form, agreeing to the terms and conditions contained within the Agreement.*

*Keys and codes are for business purposes only and are not to be shared, loaned or duplicated. In the event keys are lost employees can be held responsible for the replacement costs of the key(s) and/or lock(s).*

*In the event an employee changes worksites or leaves their position, all keys must be returned and confirmation of their return must be obtained through signatures by the ASC designate and the employee on the employee's Security of Keys and Codes Agreement. Codes will be changed or deactivated.*

*Copies of all keys will be located in a locked area, accessible only to ASC administration personnel.*

*Keys designated as "Secured" are accessible only to the Executive Director, Services Director and designated administration personnel only.*

*Keys to the sensitive files are accessible only to the Executive Director and Services Director.*

Program Area:	All Areas					Page:	1 of 1
Section:	Human Resources	A	Mar 31/11				
Sub-section:	Terms & Conditions of Employment						

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1. Originals/copies of all keys and codes pertaining to all worksites at Accredited Supports to the Community will be maintained by designated administration personnel.
  
2. Keys will be kept in the operational file room in one of five key boxes. The boxes are:
  - Services Support Building: door keys
  - Services Support Building: cabinets, desks, outside buildings, vehicles
  - Centre Building and Bottle Depot
  - External Worksites
  - Secured Keys
  
3. Access to the Secured Keys is limited to the Executive Director, Services Director and designated administration personnel.
  
4. Access to the other key boxes is limited to ASC administration personnel.
  
5. The issuing of all keys and codes will be completed by the designated administration personnel upon obtaining approval from the Executive Director or Services Director.
  
6. Once approval for issuing of keys/codes is obtained, the designated administration personnel will review the conditions of the Security Agreement form with the employee.
  
7. Once the employee agrees to the terms and conditions of the Security Agreement and signs the form, the key/codes will be issued and signed as issued by the ASC designate.
  
8. The original Security Agreement is placed on the employee's file and remains on the file until the employee leaves employment with ASC.
  
9. At any time that an employee changes worksites, the designated administration personnel will review the Security Agreement for determination of any keys that need to be returned and/or re-issued. Any keys requiring to be returned must be collected and indicated on the form that they have been retrieved. New keys/codes will be issued as above.

Program Area:	All Areas						Page:	1 of 2
Section:	Human Resources	A	Mar 31/11					
Sub-section:	Terms & Conditions of Employment							

10. If an employee leaves their employment, the designated administration personnel will review the Security Agreement and ensure that all keys issued on the Security Agreement are returned. The Security Agreement is then signed off by the employee and the designate.
  
11. In the event that all keys assigned to the employee are not able to be retrieved, the designated administration personnel must immediately bring this to the attention of the Executive Director/Services Director for determination of handling.

Program Area:	All Areas						Page:	2 of 2
Section:	Human Resources	A	Mar 31/11					
Sub-section:	Terms & Conditions of Employment							