

KEY(s) & BADGE ISSUE POLICY

Key & badge	Employee Name	Department Head Authorization or HR
General Access Key		
Fire Key		
Badge		

KEY ISSUE POLICY: All keys issued by this company become the responsibility of the employee to whom keys are assigned and accepted by. Keys are not to be loaned or utilized by any other employee or non-employee at any time. If keys are misplaced or lost it is the employee's responsibility to notify the Department Head as soon as possible. Disciplinary action may be assessed at that time. Keys and tags will not contain any marks or wording which identifies the Company or any of its locations. When keys to perimeter doors or storage room doors, or rooms containing valuable assets are not accounted for, management may determine that entry locks must be re-keyed.

BADGE ISSUE POLICY: Badge must be worn at all times while on Ridgeview Institute premises. Your badge must be displayed above your waist and forward facing. Loss or damage of the ID badge should be reported to the HR Department immediately. Employees should not allow anyone to enter the premises who the employee does not know to be an employee of or authorized visitor to Ridgeview Institute. Failure to observe these safety regulations could endanger the safety and security of all other staff and clients and will not be tolerated.

At termination of employment, employees are required to turn in all keys and badge, which have been assigned and issued, to the Human Resources Department. Failure to return keys and badge will result in cost of rekeying areas mentioned above and a charge for the badge will be deducted from the final paycheck.

Note: employees who are absent from work without notice are deemed to have resigned. If issued keys and badge are not turned in within 24-hours of separation, locks will be changed and appropriate charges will be deducted from final paycheck.

EMPLOYEES WHO KNOWINGLY VIOLATE THIS POLICY ARE SUBJECT TO TERMINATION OF EMPLOYMENT

Last Name _____ First _____ MI _____

Phone _____ Date _____

Employee Signature: _____