

## SECURITY AND KEY ACCESS

### POLICY STATEMENT:

In order to create and maintain a safe working environment and to protect the HR Staff n' Stuff premises and equipment it is paramount that all employees are conscious of security measures at all times.

### PROCEDURES:

#### 1. Key and Security Access

- a. It is imperative that the front door and internal door are kept locked at all times when an employee is alone in the office or when the office is unattended, including breaks.
- b. All HR Staff n' Stuff employees will be given a key to the office. The keys for the internal door and letterbox are kept on a keychain hanging in the kitchen next to the internal door.
- c. Employees who hold keys to the HR Staff n' Stuff office must ensure they are secured safely at all times. Employees are forbidden from giving their key to any other person, including other HR Staff n' Stuff employee, without the express approval of the Director.
- d. HR Staff n' Stuff address or details must not be stored with the office key (e.g. on a key tag)
- e. The last employee to leave the building each day must secure the office by locking the internal door and securely locking the office door on the way out.
- f. All office keys must be returned to the Director on termination of employment, or on request by HR Staff n' Stuff.
- g. Lost or stolen keys must be reported immediately to the Director, and within 24 hours. HR Staff n' Stuff will cover the cost of the replacement in the first instance. Subsequent losses may lead to the employee no longer being permitted to hold a key or may be responsible for replacing at their own expense.
- h. Failure to adhere to this policy will be considered serious misconduct and could lead to termination of employment.

#### 2. Locking Up the Office

- a. Ensure all employees have left the building.
- b. Check the internal door is shut and locked correctly.
- c. Securely lock the front door.

### **3. Visitors to the Office**

- a. No visitors should be directed into the office unaccompanied by member of staff. Should you see an unfamiliar face, please introduce yourself, ask them to identify themselves and assist in directing them to the correct location or team member.
- b. Candidates attending interviews and who will be at all times with a HR Staff n' Stuff employee are to be directed to the appropriate area and the relevant team member informed of their arrival.