

Policy Name: Security & Key Access

Policy Number: 5.09

Date:

February 2023

POLICY STATEMENT:

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

PROCEDURES:

1. Key and Security Access

- a. There is a buzzer system in place to alert employees to any persons entering or existing the premises.
- b. Any JC Steele employees who hold a key to the JC Steele premises must have their details recorded in the key register, held by the Managing Director.
- c. Employees who hold keys to the JC Steele premises must ensure they are secured safely at all times. Employees are forbidden from giving their key to any other person, including another JC Steele employee, without the express approval of the Managing Director.
- d. The JC Steele address or contact details must not be stored with the key (eg. on a key tag).
- e. The last employee to leave the building each day must secure the building by closing roller doors, setting the alarm and securely locking the building. Employees who do not hold keys or alarm codes cannot remain in the building after the last employee member with a key, leaves for the day.
- f. All building keys must be returned to the Managing Director on termination of employment, or upon request by JC Steele.
- g. Lost or stolen keys must be reported immediately to the Managing Director, and within 24 hours. JC Steele 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 they may be responsible for replacing at their own expense.
- h. No employee is to access the workplace outside of normal operating hours with the express authorisation of the Managing Director.

- i. Failure to adhere to this policy will be considered misconduct and could lead to termination of employment.

2. Locking Up the Office / Factory

Employees should ensure that they communicate with one another with regards to the end of day procedures. In particular, they should let their supervisor know when they are leaving the premises. Employees should follow the following steps at the end of each day.

- a. Advise your supervisor and/or other employees that you are leaving the building including advice as to who may still be working in the area you are leaving.
- b. Before locking up, ensure all employees have left the building.
- c. Check the factory door is shut and locked correctly.
- d. Turn off air conditioning, heating and lights.
- e. Set the alarm.
- f. Securely lock the front door.

3. Visitors to the Office, Warehouse and Factory

- a. Visitors to the JC Steele premises must sign in and out on the electronic JC Steele visitor register, which is located at reception. As part of this sign in, visitors must nominate the name of the person they are visiting, and a message will be sent to that employee to alert them to their visitor's arrival.

All visitors must wait in reception until such time as they have been met by the JC Steele employee they are there to meet.

- b. No visitors should be directed into the general office, warehouse or factory area unless they are accompanied by an employee of JC Steele.