



**FJSS GROUP**

# **KEY POLICY & PROCEDURE MANUAL**

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## INTRODUCTION

In any organisation there is always a need to balance the accessibility and use of facilities with the need to provide such access in a safe and secure environment. Convenience may sometimes be compromised to maintain security. Each member of staff and volunteer at FJSS Group must share the responsibility to ensure the security of all staff and volunteers and the property of the organisation. This document defines the FJSS Group's key and access to premises policy.

## POLICY

FJSS Group shall maintain a locking system for the protection of its staff, volunteers, property, and information. All locks, keys, and where applicable, electronic access cards and access codes shall remain the sole property of FJSS Group and will be issued to staff and volunteers based on their need for access in line with their work. FJSS Group reserves the right to change locks, keys, and access codes as needed to restore security where this might have been compromised.

## KEY LEVELS

- Key Level 1** The lowest level of key in the FJSS Group keying system. Level 1 keys only open individual doors such as the first outside door.
- Key Level 2** Keys that open a group or set of doors such as interior safe access doors. Security Officer: The person in charge of a particular department who has ultimate responsibility for that department, i.e., chairperson, dean, department head or manager.

## ISSUING OF KEYS

- 1.1** FJSS Group, staff and volunteers will be issued with keys based on their need for access and line of responsibility. Key requests shall be made to the Chief Executive Officer (CEO) who shall where such request is approved, provide written authorization on each key request.
- 1.2** The full name of the person to whom the key/s will be issued, (requester) must be provided. The CEO or his/her designee must authorize all key requests in writing. Electronic signatures will not be allowed on key request forms. Key request forms cannot be submitted electronically and shall only be handed personally.

## KEY REQUEST PROCEDURE

- 2.1** The FJSS Group Key Request Form is available from the CEO's office.
- 2.2** The requester must read & sign the Key Request Form before it is completed and handed to the CEO'S office.
- 2.3** The requester will be notified normally within 5 working days from the time the request arrives at the CEO'S office.
- 2.4** The requester must come to the CEO's office with photographic ID and sign for the key/s requested.

- 2.5** Outside contractors and vendors who are operating on a multi-year contract with FJSS GROUP may be issued keys for the duration of their contract. The CEO will determine which keys are issued and to which contractors and must provide written authorization.
- 2.6** Outside contractors and vendors are subject to the same key issuance requirements as FJSS GROUP staff and volunteers.
- 2.7** Staff and volunteers where applicable will not be issued any keys other than the standard office keys.
- 2.8** Outside contractors and vendors who are not operating under a multi-year contract with FJSS GROUP, and who need keys to perform work on site will sign out keys from the office reception on every occasion and the CEO or his/her designee must authorize key sign outs to outside contractors and vendors.

### **LOST KEYS - NON-FJSS GROUP PERSONNEL**

- 3.1** Non-FJSS Group personnel, (outside contractors, vendors) who lose keys they have been issued with and signed for, shall assume the cost of replacement keys and the cost of any re-keying, or change of lock/s required because of the loss.

### **RETURN OF KEYS**

- 4.1** At the end of their FJSS GROUP employment, all employees must return all their FJSS GROUP issued keys, (excluding any departmentally controlled cabinet or desk keys) to Human Resources at their exit interview.

### **LOANING OF KEYS**

- 5.1** FJSS Group staff and volunteers shall not transfer issued keys, access cards, or access codes.
- 5.2** Anyone found in possession of another person's keys, card, or code shall have the keys or card confiscated by HR & Admin and will have discretion to return the confiscated keys or card to the actual owner.
- 5.3** Individuals violating the policy on the loaning of keys will be subject to disciplinary action.

### **ACCESSING BUILDINGS WHEN WITHOUT KEYS, CARD, OR CODE**

- 6.1** Any member of staff or volunteer who needs to enter a locked FJSS Group building or office for work duties before, or after lock-up, and is without his/her key, card, or code, must request access from a named out of hours emergency contact only. The member of staff or volunteer in such situation must be prepared to identify themselves to the named out of hours person.
- 6.2** Access to high security areas will require prior written permission from the CEO or designated line manager of the appropriate department.

## RECORDS MANAGEMENT

- 7.1** The HR & Admin department shall maintain a database containing records of all keys and codes issued to all FJSS Group staff and volunteers and outside contractors and vendors. The HR & Admin department will also maintain all records of key requests.
- 7.2** The HR & Admin department shall where applicable and appropriate maintain a record of access cards and card access codes distributed for all FJSS Group and volunteers and outside contractors and vendors.
- 7.3** The Office of Residential Life shall maintain a record of access cards, access codes, and keys distributed for KSC residence facilities.

## MAINTENANCE OF LOCKS AND LOCKING SYSTEMS

- 8.1** Maintenance and installation of key and combination locking systems is the responsibility of HR and Admin and all requests for repair or replacement of locks should be made and submitting to the office reception.
- 8.2** Emergency repair requests must be made by phone to the office between the hours of 10:00 AM to 17:00 HRS

## DECLARATION: STAFF/VOLUNTEER

I hereby agree to abide by the terms, conditions and procedures as stated in this key policy.

**FULL NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:**     /     /     

## FOR AND ON BEHALF OF FJSS GROUP

I hereby agree to abide by the terms, conditions and procedures as stated in the Computer, Laptop, and other Devices Policy & Procedure for FJSS Group

**FULL NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:**     /     /