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Key and Building Security Policy

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POLICY STATEMENT

Kernock Park Plants Ltd provides keys for use by authorised staff for the day to day running of the business. Keys are provided to maintain building and office security and allow access to authorised personnel after hours.

The purpose of this policy is to maintain a safe and secure working environment and to prevent thefts from buildings.

POLICY

1. Keys are the property of Kernock Park Plants Ltd. The Security Officer is responsible for the issuing of keys and inventory of keys.
2. All keys are assigned to individuals. The person whose name appears on the key issue document is responsible for all keys listed. All keys must be surrendered upon request of the security officer or upon leaving the company.
3. It is the security officer's responsibility to:
 - a. Issue exterior door keys only to those authorised persons who have a continuing need to access a building outside business hours or to perform their regular duties as set out in their job description.
 - b. Ensure that all unneeded keys are returned to the central key store.
 - c. Report all keys that have not been returned or are lost to the managing director immediately.
4. It is the responsibility of the key holder to ensure that buildings are left secure when access is no longer required.
5. Persons failing to return issued keys will be charged £15 per key for costs associated with cutting replacement keys. Costs for re-keying locks associated with lost keys may also be charged where insufficient care has been taken to ensure security of keys.
6. Refusal to return a key upon request will be considered gross misconduct and may result in arrest for theft of company property.

7. It is the responsibility of the key holder to report any malfunctioning locks to the maintenance department as soon as possible. Damaged keys should be delivered to the security officer to receive a replacement without charge.
8. Damage to locks through forced entry should be reported to the security officer immediately.
9. Lost keys must be reported to the security officer within 24 hours of loss.
10. Locks shall not be replaced without express permission of the security officer. Locks replaced without authorisation will be removed, and a charge to the individual will be made for costs related to the removal.
11. The following actions are in violation of this policy:
 - a. Loaning keys without authorisation
 - b. Duplication of keys
 - c. Altering of keys, locks, or mechanisms
 - d. Propping of doors (when access is no longer required for work purpose)
 - e. Admitting unauthorised persons into buildings
 - f. Failure to return a key when requested by the security officer or other member of management

Violation of this policy may be considered gross misconduct and may result in immediate dismissal.