

Entry Codes, Alarm Codes, Office Keys Policy

TO BE COMPLETED AND SIGNED BY EMPLOYEE



Employee Name: _____

Employee ID: _____ ACME Office: _____

Entry Codes, Alarm Codes and/or Office Keys are provided to employees as a courtesy of employment with Acme General and must be surrendered upon an employee's termination or instruction from an employee's supervisor.

The protection and security of the information contained within the Acme General facility is of paramount importance to Acme General and its customers. Violations of the security procedures enacted by Acme General may subject you to local, state or federal government detainment and/or prosecution.

It is both a condition of your employment at Acme General and your responsibility to understand and adhere to these rules:

Entry or Alarm Codes

- Never give your Entry Code or Alarm Code to anyone including other Acme General personnel;
- Protect Your Entry Code or Alarm Code from discovery by any person;
- If for any reason your Entry Code or Alarm Code are discovered by anyone, it is your responsibility to notify your Supervisor immediately so that the code(s) can be cancelled and a new code(s) issued.**

Office Keys

- Never loan your key(s) to anyone;
- Never leave your key(s) unattended.
- If you lose your key(s) it is your responsibility to notify your Supervisor immediately so that the appropriate security actions can be taken.**

Any Acme General employee that intentionally provides an entry or alarm code or office key to an individual not employed by Acme General will be immediately dismissed and subject to criminal prosecution.

I have read the above "Entry Codes, Alarm Codes and Office Keys Policy" and agree to adhere to its requirements.

Employee's Signature:

Signature: _____ Date: _____