

KEY CONTROL POLICY

Purpose

The purpose of the Key Control Policy is to protect the property and privacy of Paket Corporation, and of individuals assigned to use Paket Corporation facilities, by limiting access to certain areas to assigned individuals and to their Supervisors. Recognition has been given to the fact that the Safety/Facilities Maintenance (SFM) Department has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. The Safety/Facilities Department also has the responsibility to effectively manage use and maintenance of keys for company.

Scope

This policy applies to all Paket Corporation employees.

Issuing Keys

Keys to Paket Corporation spaces; e.g. buildings, offices, area, mechanical spaces, high voltage spaces, etc., will be issued to Paket Corporation employees based upon their need for access as determined by the Vice President of Operations or the HR Manager and processed by the SFM Manager. Each key issued to Paket employees will be required to sign a Key Request Form and be documented by the SFM Manager before receiving keys. Only Regular Full-Time employees can be issued keys.

No key shall be transferred from one person to another without being returned to the SFM Manager for appropriate re-issue.

Duplication

All keys referred to in this policy are the property of Paket Corporation and are not to be duplicated by anyone other than by the FSM Manager. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Key Retrieval

Upon termination of employment, all keys must be returned immediately to the SFM Manager. Failure to return keys upon termination/separation may result in holding the employee responsible for the cost to re-key a room, office or building (s) if they do not return their key(s) prior to leaving the Company. Employees agree that failure to return issued key(s) will result in a minimum of a \$100 fee per key and may be deducted from the final pay.

Enforcement

The policy and its enforcement are the responsibility of the Safety/Facilities Maintenance Department. The SFM Department shall ensure that keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access.

Lost or Stolen Keys

Lost or stolen keys must be reported to the SFM Manager within 24 hours of the discovery of the loss or theft if the key allowed access to a personal office space and it does not affect any shared spaces. Any lost or stolen key or keys that affect more than yourself, or additional spaces, must be reported to the VP of Operations and HR Manager as soon as such loss is discovered.

Responsibility

It is the responsibility of the employee to keep their key(s) secure and in working order. They are not to duplicate, loan or leave their key(s) unattended or if not carried on their person, to be secured behind two locks (e.g. inside a locked file inside a locked office).