



## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Key Control

#### Purpose

To regulate the issuance, use and return of keys to Unger Construction tools, equipment and property. This policy will help provide a secure (preventing unauthorized access) and safe jobsite as well as enhance cost controls. This policy seeks to establish a recorded chain of accountability.

#### Scope

This policy will apply to all employees and all Unger Construction keys specifically company vehicles, padlocks, equipment owned or controlled by Unger Construction, safes and building access. All keys to Unger Construction facilities and jobsites are the property of Unger Construction and must be obtained and managed in accordance with this policy.

#### Issuing Keys to Unger Construction Employees

Keys shall only be issued by a member of the Executive Leadership Team (Mike, Jason, Ken) or their designee.

#### General Rules

- The unauthorized possession, use or reproduction of a key may constitute theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action. No person shall alter duplicate, copy any key without receiving specific permission from a member of the Executive Leadership Team.
- Key holders shall report damaged, lost, missing or stolen keys.
- Employees shall not store keys in desk drawers or other unsecured areas.
- Violations of this policy may result in disciplinary action up to and including dismissal
- Keys will not be issued to or loaned to Subcontractors, Vendors or Clients.
- Keys should not be loaned to others at any time.
- The transfer of keys between employees is not permitted. Keys must be returned and then reissued per the policy.

#### Exemptions

- Any exemptions, changes or special provisions to this policy will be made only with the approval of a member of the Executive Leadership Team.

#### Duplication of Keys

The unauthorized duplication of keys so adversely affects the security of persons and property that violations of this policy are considered serious and grounds for termination.

Returning Keys

Keys shall be officially returned for any of the following reasons:

- Termination
- Retirement
- Separation from Unger Construction
- Change of assignment that makes it unnecessary for the key holder to have the previously assigned keys.

Final paychecks may be held pending return of key(s). Rekeying charges will be paid by the individual responsible for failing to return the key. Fees for rekeying will vary the following examples are used for estimation purposes: Jobsite locks ~ \$750.00, Vehicle keys ~ \$200.00, Building keys ~\$200.00

Key Inventory

Padlock _____		Date: _____	Initials: _____
Warehouse man door _____		Date: _____	Initials: _____
Office door _____	Key # _____	Date: _____	Initials: _____
FOB _____	# _____	Date: _____	Initials: _____
Vehicle _____	# _____	Date: _____	Initials: _____

Agreement

Though I have been assigned a key the key is the property of Unger Construction. I agree to the following:

- Not to give or loan the key to others,
- Not to copy, alter, duplicate or reproduce the key,
- To use the key for authorized purposes only, to safe guard and store the key securely,
- To immediately report lost, or stolen keys,
- To produce and surrender the key upon official request.

I also agree that if the key is lost, stolen or not surrendered when requested that I will be personally financially responsible for the cost of changing any and all locks affected.

Date Returned: \_\_\_\_\_ Collected by: \_\_\_\_\_

Replacement cost to be withheld from final payroll distribution: \$ \_\_\_\_\_