



**Key Policy:**

The Sligo Centre for Independent Living CLG Locksmith is KCC Architectural. The office keys for the CIL premises 45 High Street, Sligo are cut from a password protected master key.

**Proprietary Statement:**

All locks & keys of the Sligo CIL premises are the sole property of Sligo Centre for Independent Living which reserves the right to change locks & keys as needed.

**Issuance of Keys:**

- Management accepts all responsibility for the issuance, use and return of keys.
- Office staff who are issued keys as part of their job requirements should store those keys out of sight, in a secure area and preferably in a locked unit.

**Lost or Stolen Keys:**

- All lost or stolen keys must be reported to management.
- Requests to replace lost or stolen keys must be made to management.
- All costs incurred for re-keying shall be assumed by the department (HSE/CE) of an employee who has lost keys.
- Training facilitators, contractors who lose assigned keys will be financially accountable for the costs of lock changes that are required.
- Requests should be in writing and describe in an Incident report the facts surrounding the loss; in particular, the location of the loss, whether or not there were Sligo CIL identifiers attached to the key, and the area that the key accessed.
- Based on the factors involved the CEO will make a decision to replace the key or have the lock changed.

**Return of Keys:**

- Upon termination of a contract of employment, office staff must return their keys to management on the last day of work or at the exit Interview.
- The CEO or his/her designee shall re-issue keys to new employees upon completion of the appropriate documentation (Key Register).
- Should a number of keys be unaccounted for, management may require a lock change for security reasons.
- If this occurs due to a lack of accountability of a department's (HSE/FAS) issued keys, the financial responsibility will be with that department.
- Annual audits may be conducted by management.

- Office staff may not loan/share or transfer assigned keys of Sligo CIL offices. Anyone found in the possession of another's keys shall have the keys confiscated by management.

#### **Lock Changes and Upgrades:**

- The CEO may decide to upgrade or change lock hardware as security dictates.

#### **Management Responsibilities:**

- Develops, reviews, and enforces the key control policy.
- Coordinates lock-shop hardware replacement and upgrades.
- Investigates all reports of lost or stolen keys and all attempts to circumvent security systems.
- Procures and issues all keys and locks.
- Store the spare keys in the safe.
- Maintains records of any termination of a contract of employment or of those who have terminated their relationship with Sligo CIL and forwards names of those still in possession of keys to the CEO.

#### **Key Holders Responsibilities:**

- Must sign a key issuance record.
- Must maintain the security of issued keys.
- Must report lost or stolen keys to management.
- Must pick up keys personally OR management may designate in writing an authorized person to pick up keys.
- May not lend or duplicate any key issued to them.
- Must return all keys to management upon termination of a contract of employment.
- All costs incurred for re-keying shall be assumed by the department (HSE/CE) of an employee who has lost keys.

#### **Contractors etc:**

- May not loan keys to other contractors.
- May not use keys to enter areas that are not part of a job.
- Must return keys to management at the end of each workday.
- Who lose assigned keys will be financially accountable for the costs of lock changes.
- Should a contractor leave the main building with a set of Sligo CIL keys, it will be incumbent upon him to return to the building and return the keys.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021

## Key Register

Name	Front Door	Back Door Key	Maria M's door	Safe Key	MailBox Key	Office Keys	Signature	Keys Returned
Maria Mulligan	✓	✓	✓	✓			✓	
Celine Lehane								Maternity Leave
Rosaleen Doonan	✓	✓					✓	
Dave Flanagan		✓					✓	
Anne Tully	✓	✓		✓	✓		✓	
Lara Curran	✓	✓	✓				✓	
Maria Pereira	✓	✓	P. Cash		✓		✓	
Noelle Gibbons		✓					✓	
Frank Happ		✓					✓	
Paula Mahon		✓	P. Cash				✓	
Spare keys in safe								