**POLICY AND PROCEDURE: OFFICE SECURITY**

**Policy Statement**

\_\_\_\_\_\_\_\_\_\_\_\_\_ recognizes its responsibility to provide for staff, volunteers, contractors, sub-contractors, vendors, and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.

The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering the building:

**Normal Working Hours (Monday – Friday 8:00 am – 5:00 pm)**

* The principle access to the Office for visitors should be through the main entrance doors into the main reception
* No visitors should be allowed to access the building from the rear service access or emergency accesses
* All visitors who are to go beyond the public areas must be checked in at Reception where they will be issued a numbered visitor badge which must remain visible at all times
* Members of the public visiting the Building must only be given access to the public areas unless accompanied by a member of staff and checked in with main reception
* No one should allow anyone who they are unfamiliar with access through any security locked doors or elevators without first checking their identity or purpose
* All security doors should be kept secure so that access is only via a security swipe card. No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors
* All staff can enter and stay in the building during normal building hours which are \_\_\_\_\_\_\_\_\_\_\_

**Outside Normal Working Hours**

* Approval must be obtained from \_\_\_\_\_\_\_\_\_ prior to scheduling
* The principle access to the Office for visitors should be through the main entrance doors into the main reception
* Access to the public and visitors will be open to what are recognized publicly assessable meeting rooms and the bathrooms
* All security doors should be kept secure so that access is only via a security swipe card. No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors
* If the Main entrance to the Building is unlocked staff may enter the building from 7:00 am but must leave the building by 6:0 pm unless they are attending a meeting or they have obtained a prior agreement

**Weekends or other days when the Offices are closed**

**Procedure for Accessing the Building out of Hours for Managers, Key Holders**

You must have had training in activating and deactivating the alarm. (This will be provided by the \_\_\_\_\_\_\_\_\_\_\_).

**Procedure for Accessing the Building out of Hours for Staff**

No staff may enter the Building unless they have out of business hours access approval. If for any reason access is required then the following procedure needs to be followed.

1. Get approval from your supervisor

2. Speak to reception to let them know that you will be in out of hours

3. Ensure that your swipe card will allow you to have access to the building after hours and on weekends

4. You must enter the building via the \_\_\_\_\_\_\_\_ door.

**Security of equipment and possessions**

* No equipment such as laptops and projectors for example should be left unattended. Those who book such equipment are responsible for its security and safe return
* Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The office is not responsible for personal possessions that go missing.
* Any thefts or losses must be reported immediately to the Building Manager and to the Police if appropriate
* Visitors must not be allowed to let anyone else into the building without the prior permission of staff
* On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked, windows checked, and alarm set. Failure to do so could result in disciplinary procedures.

**Additional Information**

It is advisable for personal possessions to be kept in a locked filing cabinet or locked desk drawer.