

## S 130 - BUILDING SECURITY

The front door/main entrance will be open during normal business hours.

All other door/entrances will be locked at all times. During working hours, the manager who is in charge of an area will unlock and lock the doors as is necessary and as policy dictates. The manager is responsible for the security of the area.

Keys will be issued to key employees/managers only with the approval of the President.

Additional keys for specific areas will be given to managers who may when necessary issue them to employees who may need access to the specific area during non-working hours. Should a manager choose to assign a key to an employee, the manager will be responsible for the security of the building and the disposition of the key assigned.