

Key Card / Key Fob Security Policy

Approval Date: UN-UNK-2023

Revision Date: 03APR2023

At Injury Care Family Care Research, we take the security of our facility seriously. To ensure that only authorized personnel have access to our premises, we have implemented a key fob system. This policy outlines the guidelines for the use of key fobs to maintain a secure environment.

1. Key fobs are issued only to authorized personnel who have been approved by the management.
2. Key fobs are not transferable and should not be shared with anyone else. Employees are responsible for the proper use and safekeeping of their key fobs.
3. Any lost or stolen key fobs must be reported immediately to management, and a replacement key card or key fob will be issued to you at the discretion of management.
4. Replicating key fobs or key cards is strictly prohibited. Any employee found in violation of this policy will face disciplinary action up to termination.
5. Employees should not prop open doors or allow unauthorized individuals to enter the facility using their key fob.
6. Employees are not permitted to download any apps or software to use for unlocking the facility. The key fob/Key card provided is the only authorized method for access to the facility.
7. Any misuse or abuse of the key fob/Key card system will result in disciplinary action up to and including termination of employment.

By following these guidelines, we can ensure the security of our facility and the safety of our employees and patients.