

# Acknowledgement

Keys ● Codes ● Passwords



I understand that it is my responsibility to adhere to all policies and controls related to the functions and operations for the use of these keys, combinations, and access codes. I also understand that I may not reproduce a key or divulge a combination or alarm/access code, and that I must immediately report the loss or theft of a key. I further understand that unauthorized duplication of a key is grounds for immediate termination. I will safeguard these keys, combinations, and codes at all times.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Time Clock Password | <input type="checkbox"/> Alarm Code       | <input type="checkbox"/> PostalMate Password |
| <input type="checkbox"/> Door Key            | <input type="checkbox"/> Safe Combination | <input type="checkbox"/> Key Fob             |
| <input type="checkbox"/> Safe Key            |   |  |

\_\_\_\_\_ I understand and acknowledge that I am not to share my alarm code, keys, key fob, or passwords with anyone outside of my direct supervisor. I understand and acknowledge that sharing my alarm code, keys, key fob, or passwords or using someone else's alarm code, keys, key fob or passwords is grounds for immediate termination.

\_\_\_\_\_ I understand and acknowledge that if I lose a key or key fob, I am to notify my supervisor immediately and that I am responsible to pay the cost of having the appropriate locks re-keyed, and replacement costs.

\_\_\_\_\_ I understand and acknowledge that at the end of my employment, my keys, and key fob must be returned to my direct supervisor before my last paycheck can be released. If I fail to return my keys within 30 days of the end of my employment, I am responsible to pay the cost of having the appropriate locks re-keyed and the cost of replacement keys. If I fail to return my key fob within 30 days of the end of my employment, I am responsible to pay a \$75.00 replacement fee. Any and all costs will be deducted from my final paycheck.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name