

CREDIT UNION BUILDING SECURITY

KEY

1. Employees issued keys are responsible for safekeeping the key.
2. Keys will be marked or struck "Do not duplicate". Only the manager is authorized to have additional keys made.
3. No employee will receive a severance check until they return their key.

LIGHTING

The interior building, and exterior grounds lighting are to be maintained at a level which will provide night time surveillance by enforcement agencies.

WINDOWS

Those employees with private offices and moveable exterior windows are responsible for their individual security at closing time.

UNLOCKED DOOR

If the first employee arriving finds an unlocked door, under no circumstances should they enter the building. The employee will go to the adjacent business location and alert the local police to inspect the building.

LOCAL SECURITY GROUP

A designated employee will attend each security group session. The attendee will prepare and distribute a memo to all staff outlining the notable dialogue of the meeting.

VAULT

1. The vault is constructed in keeping with the B.P.A. Act thus insuring security for paper document assets of the corporation.
2. The combination to the vault is confined to the privacy of the Bookkeeping department. Combinations will be changed upon the resignation or severance of an employee entrusted with same.