
I. PURPOSE

This policy establishes the conditions for employees having appropriate access to designated areas that require keys and/or security codes.

II. POLICY

- A. Certain employees are issued keys (restroom, mechanical and/or electronic) to Athlos Academy offices and facilities.
 - 1. These keys are never to be loaned out or given to anyone except management.
 - 2. For each Athlos Academy classroom, office or facility, the designated personnel shall open and close the classrooms, office, or facility.
 - 3. Closing or opening an Athlos Academy classroom or office includes turning off the lights, any electrical equipment, and locking windows and doors.

- B. Certain employees will also be issued alarm codes to Athlos Academy offices and facilities with a personal code that identifies each employee.
 - 1. This alarm code will change at intervals determined by designated Athlos Academy administration.
 - 2. It is the responsibility of the employee to learn procedures from their supervisor for arming and disarming the alarm when entering and leaving Athlos Academy facilities.
 - 3. False alarms are to be reported to local authorities and Athlos Academy administration to avoid penalty fees.
 - 4. Employees should take great care to protect themselves whenever entering or leaving the site buildings before and after school hours.