

Policy: Keys

PL No – 12

Issued On – 12/10/2020

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Any item which has a key, for example shelf, almirah, drawers, stores, offices, rooms and any others will have keys in duplicate. All the keys will be labelled and no key at any time will be kept without label. The duplicates will all be stored in a box and the box will be with accounts department only. At no time the duplicate will be used except emergencies. Account will have a list of employees with their names and the keys they have. The duplicates will also be labeled. It is the duty of the Accounts and HR – Department that they execute this policy, once done, it is the duty of accounts to keep the track of who has which key.

Ok Approved

Written By

Head – HR



Approved

Approved By

Management