

KEY / FOB (SECURITY SWIPE CARD) ISSUE AGREEMENT

1. I the undersigned. Acknowledge receipt of the keys(s)/ FOB designated below. I agree not to loan, transfer, give possession of, misuse, modify or alter the below key(s)/ FOB. I further agree not to cause, allow or contribute to the production of any unauthorised duplicates of the below key(s) / FOB nor any other key(s) / FOB belonging to the business.
2. During the period of work hours, the Key(s) / FOB will remain on me personally unless they are placed in secured storage. During non-work hours I will ensure the Key(s) / FOB are securely stored and do not render any identification tags, marks or wording which identifies the company or any of its locations.
3. I understand that violation of this agreement may render me responsible for the expense of a re-lock for any affected security areas of the business. I also acknowledge that the cost of such re-lock could run into thousands of dollars depending on the specific key or FOB lost.
4. If ANY key(s) / FOB are lost or stolen, I will report the lost or stolen key(s) / FOB to the Group Operations Manager (GOM) & the General Manager (GM) via Email and then either in Person or phone. I will ensure IMMEDIATE contact is made to the above managers.
5. I will return all key(s) / FOB issued to me upon the Group Operations Manager or General Managers request or employment termination. All key(s) / FOB must be returned before a final payroll will be released. Failing to return key(s) / FOB will result in reimbursement/restitution being deducted from my final payroll. Refer to Item #5.
6. I will pay Mike Carney Toyota the amount of \$20.00 per master key, \$20.00 per FOB, \$25.00 per black (non-adjustable) wristband and \$10.00 per adjustable wristband. This amount is in addition to any re-locking charges accrued as stated in Item #2.

I understand and agree that any wilful violation or infraction of any part of this agreement shall be considered full and sufficient cause for disciplinary action against me, which may include termination of employment.

Key type	Key Number	Date issued	Date Returned/To

I have read, understand and agree to my responsibility to the above Key issue Agreement

Employee Name Employee Signature Date

Business Representative Business Representative Signature Date

In the event the employee is transferred or resigns, the department manager should take the key(s) from the transferring/resigning employee and return them to the Group Operations Manager or the General Manager so that accountability is maintained. See note Item #4