Entry Codes, Alarm Codes and/or Office Keys are provided to employees as a courtesy of employment with CCS Janitorial Services, inc and must be surrendered upon an employee’s termination or instruction from an employee’s supervisor.

The protection and security of the information contained within the facility is of paramount importance to CCS Janitorial Supplies., Inc and its customers. Violations of the security procedures enacted by may subject you to local, state or federal government detainment and/or prosecution.

It is both a condition of your employment at CCS Janitorial Services, Inc and your responsibility to understand and adhere to these rules:

Entry or Alarm Codes

* Never give your Entry Code or Alarm Code to anyone including other CCS personnel
* Protect Your Entry Code or Alarm Code from discovery by any person;
* If for any reason your Entry Code or Alarm Code are discovered by anyone, it is your responsibility to notify your Supervisor immediately so that the code(s) can be cancelled and a new code(s) issued.

Office Keys

* Never loan your key(s) to anyone;
* Never leave your key(s) unattended.
* If you lose your key(s) it is your responsibility to notify your Supervisor immediately so that the

appropriate security actions can be taken.

Any CCS Janitorial Services, Inc employee that intentionally provides an entry or alarm code or office key to an individual not employed by CCS Janitorial Services, Inc will be immediately dismissed and subject to criminal prosecution.

I have read the above “Entry Codes, Alarm Codes and Office Keys Policy” and agree to adhere to its

requirements. CCS Janitorial Services, Inc may subject you to local, state or federal government detainment and/or prosecution.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Customer Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SE#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Alarm Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_