



<b>Policy No:</b> SJD/ORG/41	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b>
<b>Policy Date:</b> 4 <sup>th</sup> January 2023	<b>s</b>	<b>Date of Next Review:</b> 4 <sup>th</sup> January 2024
<b>KEYS ASSIGNMENT POLICY AND DECLARATION</b>		

I \_\_\_\_\_

have received the following keys for the SJD Homes property at 20 Wiverton Road, Wiverton Road, Penge SE26 5HZ

1. Front door upper lock
2. Front door lower lock

I understand:

- i) that the keys are, and remain, the property of SJD Homes Ltd.
- ii) that I must not attempt to duplicate these keys. \*
- iii) that I must not lend the keys to anyone without permission from the Home Manager.
- iv) that I must keep keys in my possession while at work and ensure that they are appropriately secured when not in my possession.
- v) that I can only use the keys to access the home for the purpose of completing my assigned work duties.\*
- vi) that I must not use my keys to admit unauthorised persons into the home.

\*Any person who duplicates a key issued by SJD Homes or uses their key to access the home for unauthorised activities may be subject to disciplinary action being taken.

All employees must return their keys to the Home Manager upon leaving SJD Homes employment.

Keys that are lost, stolen, missing, or otherwise unaccounted for must be reported to the Home manager immediately.

Employees are responsible for the expense of replacing missing keys. The replacement fee is non-refundable, even if the old key is located. If the Home Manager determines it is necessary to change the locks due to a missing key, in cases of negligence, the employee will be responsible for this expense, which could be considerable.

Signature \_\_\_\_\_

Date \_\_\_\_\_