

## **KEY POLICY**

**The Nevada Outdoor School has adopted the following policy to ensure the safety of all employees and the security of the office and its materials. A failure to follow these rules will result in disciplinary action. The word employee in this document refers to both employees and national service members.**

- **Upon employment and signing of this document each employee will be issued a key to the office. Irresponsible use of the key or other behavior which demonstrates a lack of responsibility may result in loss of key privileges.**
- **All employees must return the key upon cessation of employment with NOS.**
- **If the key is not returned it will be considered a breach of contract**
- **If a key is lost or not returned the employee will be charged the price of getting the lock changed as well as the cost of making the necessary additional keys, approximately \$75.**
- **Keys to the office and vehicles are not to be duplicated without approval by the Executive Director.**
- **The office must be locked each night. If you are the last to leave it is your responsibility to close the office by shutting off all lights and locking the doors. The back door handle must be jiggled before locking to ensure proper function.**
- **Keys to the NOS vehicles are to remain on the sign-out board in the office when the vehicle is not in use. There should also be a hide-a-key under each vehicle. All vehicles should be locked when parked.**