

## **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 is a breach in contract and consequences can be enforced.**

- **Each employee will be issued a key upon employment to the front door of the office. However, if the employee is not responsible with the use of the key or in any other way (at the digression of other employees and bosses) it will be taken away and the individual will not be able to stay in the office alone.**
- **All employees must return the key when leaving their position.**
- **If the key is not return 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 are not to be duplicated without the permission of the Executive Director (Stephanie Lefevre) and/or the Board Members.**
- **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.**
- **Keys to the NOS vehicles are not to be duplicated without the permission of the Executive Director (Stephanie Lefevre) and/or the Board Members.**
- **Keys to the NOS vehicles are to remain in the vehicles. They should never be taken by an individual. If there is a security issue in the future the keys will stay in the office and signed out.**

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Signature

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Date