SUBJECT: Keys, Premises, and Lock Up	POLICY NO: INT-9	LAST REVIEWED: February 2018
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: February 2020

SUMMARY

Policy Statement

BCITSA provides many services to its members requiring the use of offices and space on BCIT Campuses. Ensuring the security of our staff and the safety and efficiency of our operations are a strong priority of the BCITSA.

Purpose of This Policy

The purpose of this policy is to:

- Ensure a safe and secure environment for all employees.
- Outline the protocols surrounding the security of Office Spaces, and other spaces used by the BCITSA.

Application of This Policy

This policy applies to all employees and Executives that use Office Spaces, Retail Operation Spaces, the Campus Pub, The Childcare Centre, or any other spaces operated by the BCITSA.

Related Documents and Legislation

BCITSA

- INT-29 – Retail Operations
- SL-4 – Childcare Centre
- SL-5 – Campus Pub

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-02-26
- Amended [DATE]

DEFINITIONS

Employee Identification Cards

Employee Identification Cards are cards provided by BCIT Safety & Security that are used by employees to gain access into Office Spaces.

Keys

For the purpose of this policy, Keys refer to physical door keys, or electronic keys programmed into Employee Identification Cards.

Office Space

For the purpose of this policy, Office Space is defined as any room or group of rooms occupied or managed by the BCITSA for the purpose of office operations or storage.

Retail Operation Spaces

For the purpose of this policy, Retail Operation Space is defined as any room or group of rooms occupied and managed by the BCITSA for the purpose of housing Retail Operations, including administrative offices within a Retail Operation Space.

Campus Pub

The Campus Pub is a commercial establishment occupied and managed by the BCITSA. This establishment has a liquor primary license and is licensed to sell food and alcohol.

Childcare Centre

The Childcare Centre is defined as the location on BCIT Property that houses the childcare programs managed by the BCITSA.

Safe Walk Program

The Safe Walk Program is a program hosted by BCIT Safety & Security in which security personnel personally escort an individual who has requested the service to their vehicle, another building on campus, or a bus station to ensure their safety while on campus.

Visitor

A Visitor is any individual associated with an employee or Executive, who is not a current BCITSA employee or Executive.

DUTIES AND RESPONSIBILITIES

Executive Director

The Executive Director is responsible for the interpretation and enforcement of this Policy.

POLICY

1. **Keys**

   1.1. **Keys**

      a. All Keys shall be issued by, and ultimately remain the property of BCIT Safety & Security.

      b. All Key requests made by an employee or Executive shall be submitted to the Human Resources Manager or designate.

      c. BCITSA agrees to adhere to all BCIT procedures and practices related to the handling of keys.

      d. BCIT Safety & Security is advised not to allow access to employees without their keys.

   1.2. **Lost Keys**

      a. In the event that an employee's keys are lost or stolen, they shall notify BCIT Safety & Security within one business day.

2. **Office Space Security**

   2.1. **Alone in an Office Space**

      a. When an employee is alone inside an Office Space, they shall ensure that all doors permitting entrance into the Office Space are locked.

   2.2. **Right to Refuse Access**

      a. When an employee or Executive does not recognize an individual requesting access to an Office Space, that employee shall not permit access into the office until they establish that they are there on BCITSA business.

  b. Employees or Executives reserve the right to refuse access to the Office Space to non-employees and Executives after business hours.

2.3. Visitors

  a. Visitors of employees or Executives working in an Office Space shall report to the Main Reception, where they shall be announced to the employee they are visiting.

  b. Visitors shall be accompanied by an employee or Executives at all times within an Office Space.

  c. BCITSA reserves the right to escort a visitor out of an Office Space.

3. Other BCITSA Spaces

3.1. Retail Operation Spaces

  a. All matters regarding visitors of employees of a Retail Operation Space shall be decided at the discretion of the Director of Retail Operations.

  b. Policy regarding Keys, Premises, and Lock Up of any Retail Operation Space may be contained within Policy INT-29 – Retail Operations. If there is a conflict between this Policy and INT-29, INT-29 shall govern.

3.2. Campus Pub

  a. The Campus Pub shall be required to have a minimum of two employees present at all times. If it is not practicable to have at least two employees present, then the Campus Pub shall be closed to all customers and Patrons until such time as BCITSA is able to have two employees present at the Campus Pub.

  b. All matters regarding visitors of employees of the Campus Pub shall be decided at the discretion of the Director of Food Operations.

  c. Additional Policy regarding Keys, Premises, and Lock Up of the Campus Pub may be contained within Policy SL-2 – Campus Pub. If there is a conflict between this Policy and SL-2, SL-2 shall govern.

3.3. Childcare Centre

a. The Childcare Centre shall always maintain staffing levels in accordance with the licensing requirements that govern it. Where the Childcare Centre is unable to maintain such staffing levels, the Childcare Manager shall take such steps as are necessary to ensure compliance, up to and including a temporary closure.

b. All matters regarding visitors of employees of the Childcare Centre shall be decided at the discretion of the Childcare Manager.

c. Additional language regarding Keys, Premises, and Lock Up of the Childcare Centre may be contained within Policy SL-4 – Childcare Centre. If there is a conflict between this Policy and SL-4, SL-4 shall govern.

4. Employee Safety

4.1. Safe Walk Program

a. Employees may request BCIT Safety & Security Personnel to escort them to their car or bus station.

PROCEDURE

1. Keys

1.1. Requesting Keys

a. Employees wishing to request a Key shall submit a request to their respective manager.

b. The respective manager shall forward the request to the Human Resources Manager.

c. The Human Resources Manager shall assess the request and make a determination based on reasonable operational need.

  i. Any request that is deemed either unreasonable or unusual by the Human Resources Manager shall be forwarded to the Executive Director, who shall make the final determination.

d. The Human Resources Manager or delegate shall submit all approved key requests to BCIT Safety and Security, and shall advise the employee when they receive confirmation of process

e. The employee shall retrieve the keys from the BCIT Safety and Security Office.

f. Key information shall be logged in the Employee Equipment/ Property List.

1.2. Upon Termination

a. Employees shall return all keys to either the BCIT Safety & Security Office, or the BCITSA Human Resources Manager on or before their last day of work.

1.3. Upon a Job Change

a. Employees who start working in a different position at the BCITSA and require new keys shall return all existing keys to either the BCIT Safety & Security Office before receiving new keys.

2. Alarms

2.1. Alarm Procedures

a. For employees who are required to have a security keypad code, the following steps outline the procedure:

i. The employee shall submit a request to the Human Resources Manager by the respective manager of the employee;

ii. Depending on the area assigned, the Human Resources Manager shall:

1. Program a code into the system directly; or
2. E-mail the security firm in charge of the office space, where they shall program the system from their central location.

iii. Once the security code has been programmed, the employee shall be notified of the code and instructed on how to use it by the Human Resources Manager.