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## **Policy**

### **Key Policy**

Falmouth Housing Authority (“FHA”) has a commitment to ensuring the safety of employees and the individuals FHA serves. In furtherance of this commitment to safety, FHA limits access to facilities, offices, and homes. FHA recognizes that employees in the Maintenance Department, due to the nature of their position with FHA, must have access to all or some facilities, offices, and homes. Employees within the Maintenance Department may be issued a “Master Key” (“Key”) to perform their role. Keys will be distributed at the beginning of each shift, as needed.

FHA will evaluate whether an employee requires a Key upon the start of every work day and will only issue a Key where job duties or responsibilities require such access. Should an employee determine they require a Key in the course of performing their duties, they should contact their supervisor to be issued a Key appropriately.

All Keys must be returned to the Office at the end of the workday. No Key shall be transferred from one employee to another without being returned to the Office for appropriate re-issue. All Keys must remain in the possession of the employee the Key is issued to until the Key is returned to the Office in accordance with this policy.

Each employee issued a Key will be required to “sign out” the key by accurately documenting the time they received the Key and the time they returned the Key to the Office.

Lost or stolen Keys must be reported to FHA management as soon as possible and will require an incident report to be completed.

All items within this policy shall be subject to the grievance and arbitration provisions detailed in the collective bargaining agreement.

*Approved by the Board of Commissioners      March 27, 2024*