## KEY SIGN OFF

As per your employment with (Insert salon/spa name) you may be issued with keys and passcodes to access the salon and/or carpark area. Due to the responsibility involved with always having access to the salon/spa, you are asked to adhere to the bellow requirements:

* Access to the salon is during business hours only.
* Access to the salon/spa outside of business hours requires Owners/Management permission.
* Passcodes must be kept confidential at all times.
* Keys must be kept secure at all times.
* Access to the salon is logged by the security system and cameras.
* All keys must be returned **immediately** upon request.

Any breach of the above may result in disciplinary action, including confiscation of keys and possible termination of employment, depending on the severity of the breach.

All keys and passcodes remain the sole property of (Insert salon/spa name) and any keys that are lost or damaged through negligence or lack of care will be replaced at the employee’s cost, including reissuing of new security keys/locks etc., if keys are lost.

If you are prepared to take on this responsibility, please sign and date below:

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_