



# University of North Alabama

## Employee Policy Manual and Handbook

### Safeguarding of Keys

Offices, rooms, storage units, and buildings are to be secured and locked when not in use. Keys to university facilities are provided only to authorized personnel and are to be safeguarded from improper use. Upon termination of employment or change of location, all keys are to be returned to the immediate supervisor. Any evidence of intrusion or theft should be reported promptly to the supervisor and to the University Police Department.