

Key Holder Policy & Agreement

TO: Gadabout Resource Center Employee Personnel File

My signature on this *Key Holder Policy & Agreement form* signifies my acknowledgement, understanding and compliance to the procedures listed herein.

1. As a key holder to any Gadabout, Inc. property, I understand I am accepting the responsibility for and being entrusted with the **Safety** and **Security** of all Gadabout properties, assets, employees and guests under my control during such time as I am acting as a key holder.

2. Specific Duties are:
 - a. Opening & Closing of salon, using appropriate security codes for alarms, insuring when closing the following:
 - i. all doors & windows are closed/locked
 - ii. lights (except those for security purposes) are off
 - iii. television & stereo systems off
 - iv. equipment is off and returned to appropriate area
 - v. security codes are set and alarm is functioning
 1. in the event the alarm will not set up – contact the alarm monitoring facility to request assistance in setting it

 - b. Being responsible for employees & guests in the building at the time of the educational event

 - c. Accountability for the proper handling of any retail and/or professional inventory, as well as any professional equipment & tools used during the educational event

 - d. Responsible for cleaning up after educational events, insuring the salon is ready for opening the next business day

 - e. Responsible for insuring the Distribution Center is immediately (after the educational event) informed of any salon professional products used for education to allow the salon to be expeditiously restocked

 - f. Keys issued to you are your sole responsibility and not to be shared with other staff.

KEY HOLDER ACKNOWLEDGEMENT:

Printed Name: _____

Signature: _____

Date: _____

Witness: _____

Date: _____