

Human Resources Procedures

Building Access and Security

Revised: 09/2009

The below procedures outline steps for assigning badge cards, and controlling security access to Members United facilities. Questions regarding these procedures should be directed to the HR Administrator, or the VP of HR.

The Human Resources department is responsible for assigning badges, and assigning access in the appropriate facility security system.

Procedure:

Human Resources will access the badge security systems. The system in Warrenton is through Red Hawk Electronics which sits in a separate room in Warrenton, and is only accessible by Human Resources. This system is also used for the Indianapolis facility access. The system for Albany is through Stanley (formerly Sonitrol), controls access to the Albany facility only, and is accessible by Human Resources and the Facilities Administrator.

Albany Employees:

- 1.) For a new employee, the Human Resources Administrator in Albany will receive a blank access card from the Facilities Administrator. The HR Administrator will input new employee information into the Sonitrol database, including the badge number, and assign the appropriate level of access to the badge.
- 2.) If a badge is lost, the employee will contact the HR Administrator, who will issue a new badge, as well as delete access to the missing badge.
- 3.) When an employee is terminated, disabling building key card access is included in the System Access Form posting through the IS department. The HR Administrator will delete badge access in the Sonitrol system immediately upon termination, and note this in the System Access Form as completed.
- 4.) The HR Administrator will also be responsible for issuing badges for Albany access to employees from other locations.

Albany Visitors:

- 1.) Visitors to the Albany building are required to sign in and out at the reception area. The receptionist will issue the visitor a “visitor” badge, which has limited building access (the badge number is also recorded on the visitor log). The visitor is required to return this badge upon leaving, or if a multiple day visit, at the end of each day.

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Warrenville/Indianapolis Employees:

- 1.) For a new employee, the Human Resources Administrator will issue a badge with the appropriate access level, including obtaining a blank badge, and entering employee information into the Red Hawk system.
- 2.) Access to the Electronic File Transfer (EFT) area is highly restricted to EFT department employees only. Temporary access may be granted for IS personnel, but access will be deleted once their work in that area is completed.
- 3.) If a badge is lost, the employee will contact the HR Administrator, who will issue a new badge, as well as delete access to the missing badge.
- 4.) When an employee is terminated, disabling building key card access is included in the System Access Form posting through the IS department. The HR Administrator will delete badge access in the Red Hawk system immediately upon termination, and note this in the System Access Form as completed.
- 5.) The HR Administrator will also be responsible for issuing badges for Warrenville and Indianapolis access to employees from other locations.

Warrenville/Indianapolis Visitors:

- 1.) Visitors to the Warrenville or Indianapolis buildings are required to sign in and out at the reception area. The receptionist will issue the visitor a “visitor” badge, which has limited building access (the badge number is also recorded on the visitor log). The visitor is required to return this badge upon leaving, or if a multiple day visit, at the end of each day.

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Disclaimer Notice

These Human Resources guidelines supersede all previous procedures and guidelines prior to the effective or revision/change dates of this document or sections therein.

These guidelines are a general statement of Human Resources practices and procedures, and do not constitute a contract on the part of Members United. Members United may revise or eliminate these guidelines at any time and without notice.

Document Change Record

<u>Change Detail</u>	<u>Date</u>	<u>Changed By</u>	<u>Reviewed By</u>