

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **6015 FACILITIES ACCESS POLICY**

Individuals will be issued keys and/or card/fob access for the areas for which there is a business need. The Directors of Facilities will maintain all facility access records.

In accordance with the Code of Ethics, employees shall not use or allow the use of state-owned or leased property and equipment for the employee's private interests or any other use not in the interest of the state, except as provided by law.

Date of Adoption: 5-7-09

Date of Implementation: 5-7-09

Date & Subject of Revisions: