

## 6015 FACILITIES ACCESS POLICY

Individuals will be issued a card or key access for the areas for which there is a business need. The Director 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: 1/18/24 Remove fob.