

SanMar Canada Access Control – Key Fob Agreement

I, _____, have been issued key fob No. (“_____”)

This key fob is to be used for my own access to SanMar Canada (Mississauga location) “the Company” and is not to be lent or given to any other employee or non-employee. The key fob remains the property of the Company and is to be returned upon completion of my employment with the Company.

This fob will grant me access to the front showroom and lunchroom doors between the hours of (_____) as per my scheduled working hours.

In the event that I lose this key fob, I will immediately notify my Manager/Supervisor so that a replacement can be issued. I understand that all access with the key fob is recorded and monitored and I may be held liable for any security/financial consequences that may arise from the unauthorized use of any unreported lost key fob. I further understand that having lost my key fob I will be charged \$10.00 to cover the cost for a replacement.

Upon termination of my employment with the Company I will return this fob at my earliest convenience to my Manager/Supervisor. If not returned, I authorize the Company to deduct \$10.00 from my final pay to cover the cost of the key fob.

Please sign below to acknowledge you have read, understood and accept the terms and responsibilities of this agreement.

Employee’s Signature

Manager/Supervisor’s Signature

Employee’s Printed Name

Manager’s Printed Name

Date

Date

Eastern Canada Customer Service Centre & Showroom:

6100 Kenway Drive
Mississauga, ON L5T 2N3

Telephone: (905) 602-6411
Facsimile: (905) 602-6453

Toll Free Telephone: (800) 663-7965
Toll Free Facsimile: (800) 423-8238