

SanMar Canada Access Control – Building Key Agreement

I “_____” have been issued a building key for the following location: “**6100 Kenway Drive, Mississauga, ON. L5T2N3**”

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

In the event that I lose this building key, I will immediately notify my Manager/Supervisor so that a replacement can be issued at my expense. I understand that all access with the key 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 building key.

Upon termination of my employment with the Company, I will return this building key immediately to my Manager/Supervisor. If not returned, I understand and agree that violation of this agreement may render me responsible for the expense of a re-lock for any affected areas.

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