

SanMar Canada Access Control – First Aid Room Key Agreement

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

This first aid room 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 first aid room 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 first aid room key, I will immediately notify HR/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 first aid room key.

Upon termination of my employment with the Company, I will return this first aid room key immediately to HR/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

HR Representative’s Signature

Employee’s Printed Name

HR Representative’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