

## **Wharton Key Security Policy**

- 1) The key to your office/cubicle is designed to also open your suite door and is the only Wharton key issued that may leave the premises.
- 2) Each department's Business Administrator is given a sub-master key. A sub-master key gives them access to all locked areas within their suite. Sub-masters should never leave the complex and should be locked in a secure location within the BA's office. If a sub-master key is lost the department is responsible for all the costs involved with re-coring every location keyed to the sub-master.
  - Note: Some departments have given sub-master keys to support staff. It is the department's responsibility to manage these keys. As above, these keys should never leave the complex.
- 3) Keys should never be distributed to temp staff, Undergraduate Students and MBA's.
- 4) If any Wharton issued key is lost or is missing it must be reported immediately to Wharton Security (8-2300).
- 5) Department's are responsible for obtaining Wharton issued keys from staff or faculty that terminate for any reason.

Updated 7/07