Stonebridge Risk

Corporate/Commercial/Private

OPEN & CLOSE

Entering and Leaving the Store:

The objective of the procedures for entering and leaving the store is to minimise the risk of unauthorised personnel entering the premises. Adhering to the correct procedures will also provide an accurate record of employees and visitors that are on site at any given time. This is essential in the event of an emergency.

Procedure

(Insert Company) employees, any concession staff and authorised visitors must enter and leave the premises by the designated staff entrance (where there is one) at all times.

Staff are required to scan in using either their access control identification cards, biometric recognition or POS password (whichever is installed) when they commence work, at breaks and when they finish their shift. Where these are not installed they should sign in and out in the log which will be implemented for this purpose.

OPEN & CLOSE

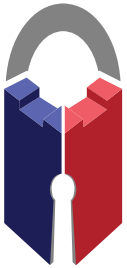
Staff must go directly to the locker room. They must not enter the sales floor unless this is the only route to the lockers. No personal belongings are allowed onto the sales floor.

Where a staff entrance exists, staff are not permitted to use customers entrances unless express permission is granted by management or escorting a customer. Directors, visual merchandising staff and security staff may use the customer entrance in the course of their duty.

Staff wishing to enter the store at the end of their shift must leave through the staff entrance and scan / log out. They may then re-enter the premises using the main customer entrance the same as any other customer. Staff must not enter the back of house areas when visiting the store as a customer.

Visitors to the store should sign in and out in a visitors log which should be made available for this purpose on arrival and departure.

Promoters should hold a valid identification card authorising their stay in the store.



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THANK YOU