

PLYMOUTH ARENA

SWIPE CARD REQUEST

**ICONIC.
INDEPENDENT.
YOURS.**

Please fill out the below and return it to the Administrator.

Reason - New / Replacement / Change of Door Access	
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Name Of Employee	
Job Title	
Department	
Start Date	
Door Access Required	

Access Approved - HoD Signature	
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The HOD / Supervisor needs to ensure that the employee is aware of the Swipe Card Policy. All members of staff must swipe in and swipe out every time they enter or leave the Venue. This is a Health and Safety requirement and provides us with security controls.

Failure to follow the procedures may result in disciplinary action.

If the swipe card is lost, mislaid or stolen it is the employee's responsibility to inform Control or the Office Administrator as soon as possible so that that particular swipe card can be deleted from the system.

The cost to replace any lost or missing card is **£5**.

If the employee leaves the company the swipe card must be returned to the Office Administrator via the employee's line manager or a charge of £5 will be taken out of the employee's final wages.

I hereby confirm that I have read and understood the Swipe Card Policy and the information provided above is correct.

Employee Signature	
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