

PLYMOUTH ARENA

SWIPE CARD POLICY

VERSION: 2.0

DATE: 06/11/2025

REFERENCE NUMBER: GDPR/PA/IND/2025/SCP

RESPONSIBLE PERSON: RICHARD FINDLAY

DATE FOR RENEWAL: JULY 2026

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INDEPENDENT.
YOURS.**

SWIPE CARD POLICY

PURPOSE

The purpose of this procedure is to ensure that all staff understand the requirement to swipe in and out of the building.

SCOPE

This policy and procedure applies to all employees that work for Plymouth Arena and South West Ticketing Solutions Ltd.

POLICY

The Swipe Card Policy is central to the way we operate and as such, the overall responsibility for its implementation rests with the Chief Executive and Management Team.

The Chief Executive and Management Team will, through the delivery and implementation of this policy and associated tools, ensure that all managers receive appropriate instruction to support their understanding of the Swipe Card Policy and enable them to consistently apply the principles therein.

The Chief Executive and Management Team will:

- Endorse and support the policy
- Ensure all line managers and employees are made aware of the policy and their responsibilities within it
- Review the policy annually and amend as necessary to reflect legislative or best practice changes

AVAILABILITY OF THE POLICY

A copy of this policy is available to all current employees:

- As part of their staff induction
- On the administration drive

All staff must swipe in and swipe out every time they enter or leave the building. This is a health and safety requirement and also provides us with security controls. This ensures that, in the event of a fire, the Fire Brigade can ascertain who is in the building and not endanger further lives by searching for someone who has already left. Failure to follow this procedure could result in disciplinary action.

If a member of staff fails to swipe in or out a total of three times in one month, their line manager will conduct a formal interview explaining the seriousness of the offence, which could lead to disciplinary action.

In the event of a pass being forgotten, temporary passes can be obtained from control on a daily basis. Temporary passes can only be obtained three times within a one month period.

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 particular swipe card can be deleted from the system. If the

employee leaves the company, the swipe card must be returned to the admin assistant via the employee's line manager.

ENFORCEMENT

EMPLOYEE

It is the employee's responsibility to always swipe in and out immediately when entering or when leaving the building. The employee must remember that the last swipe they use is one of the four 'out' swipes. Swiping through another door after this will register the employee as in the building.

As best practice, it is recommended that all swipe card users swipe through each door and do not tailgate, this applies especially to high risk areas.

MANAGERS, SUPERVISORS AND COORDINATORS

It is the responsibility of managers, supervisors and coordinators to ensure all members of staff are aware of this policy and to speak with staff members who fail to swipe out each time. Three times of failing to swipe out in any one month period will be investigated and could lead to disciplinary action.

PROCEDURE

Staff will be issued with a NET 2 staff pass as part of their general induction. They will be required to have their photo taken and sign for the pass once handed to them. It is the employee's responsibility to look after the pass from then on.

Staff are required to scan in and out before the start and at the end of every shift. This is a mandatory condition and must be adhered to. Scanning locations and entrances/exits to the building will be shown to every employee as part of the site induction process.

Not all entrances and exits are on a NET 2 pass and may have coded locks. It is important that staff ensure these doors are closed and locked behind them when entering and leaving the building. Door codes will be communicated within the staff induction process.

ADDITIONAL INFORMATION

The cost to replace a 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.