



Lockers & Access Cards Policy

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Company: Greencastle Solutions Ltd
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Lockers & Access Cards Policy

1 Purpose

- 1.1 The purpose of this policy is to regulate the allocation, use, and control of employee lockers and access cards in order to:
- Promote workplace safety and security.
 - Protect company property, confidential information, and employee belongings; and
 - Ensure fair, lawful, and consistent application of security measures in compliance with South African labour legislation and the Protection of Personal Information Act, 2013 (POPIA).

2 Scope

- 2.1 This policy applies to all employees of the company, including permanent, fixed term, temporary employees, and contractors, where applicable. It applies to all company premises and access-controlled areas.

3 Definitions

- 3.1 For purposes of this policy:

- **Access card** means any card, tag, key, or electronic device issued by the company to control physical access and/ or attendance.
- **Locker** means a storage facility provided by the company for employee use.
- **Employee** means any person employed by the company.

4 Ownership and Control

- 4.1 Lockers, locker keys, and access cards remain the sole property of the company at all times.
- 4.2 Lockers are provided for the convenience of employees and do not create any right of ownership or exclusive possession.
- 4.3 Access rights are allocated based on operational and security requirements and may be amended or withdrawn at the company's discretion.

5 Allocation and Issuing

5.1 Lockers

- 5.1.1 Lockers are accessible to all staff, subject to availability.
- 5.1.2 The company may retain spare keys for operational, safety, or emergency purposes.

5.2 Access Cards

- 5.2.1 Each employee will be issued with an individual access card.
- 5.2.2 Access cards may not be shared, loaned, duplicated, or used by any unauthorised person.
- 5.2.3 Employees must carry their access cards when entering or exiting company premises and use them as required for access control/ timekeeping.

6 Use of Lockers

6.1 Employees must keep their lockers clean, secure and in good condition.

6.2 Lockers may only be used to store lawful and appropriate items.

6.3 The following items may not be stored in lockers:

- Hazardous or flammable materials
- Illegal substances or stolen property
- Weapons or dangerous objects; or
- Any item that poses a health, safety, or security risk.

6.4 Lockers may not be damaged, altered, or used for purposes other than storage.

7 Use of Access Cards

7.1 employees are responsible for the safekeeping of their access cards and must take reasonable steps to prevent loss, theft, or damage.

7.2 Employees must ensure that they clock in and out using their access cards all the time.

Reasonable allowances will be made for system failures, emergencies, or circumstances beyond the employee's control, provided these are reported promptly.

7.3 Any lost, stolen, or malfunctioning access card must be reported to the company immediately.

8 Searches and Inspections

8.1 while the company respects employee dignity and privacy, lockers remain company property and employees do not have an expectation of absolute privacy.

8.2 The company reserves the right to inspect lockers for legitimate reasons, including but limited to:

- Health and safety concerns,
- Security risks,
- Suspected misconduct; or
- Operational requirements

8.3 Inspections will be conducted in a fair, reasonable, and non-discriminatory manner and, where reasonably possible, in the presence of the employee or a witness.

9 Access Control, Monitoring and POPIA

9.1 Access card systems may collect personal information, including access times and attendance records, for security, operational and timekeeping purposes.

9.2 All personal information will be processed lawfully, reasonably, and transparently in accordance with POPIA.

9.3 Access data will only be used for legitimate business purposes and will not be disclosed to third parties without lawful justification.

10 Loss, Damage and Replacement

10.1 Employees are required to take reasonable care of lockers, keys, and access cards.

10.2 Where a locker key or access card is lost or damaged due to employee negligence, the company may recover the reasonable replacement cost, subject to:

- Compliance with section 34 of the Basic Conditions of Employment Act; and
- The employee's prior written consent to such deduction.
- A fixed amount of R50.00 (Fifty Rand) from the employee's remuneration will be deducted due to negligence or failure to exercise reasonable care.

10.3 No deductions will be made without the required legal consent.

11 Termination of Employment or Role Changes

11.1 upon termination of employment, employees must:

- Empty their lockers; and
- Return all locker keys and access cards to the HR Department.

11.2 The company reserves the right to deactivate access cards immediately upon termination or suspension of employment.

11.3 Any items left in lockers after termination of employment may be handled in accordance with company procedures.

12 Breach of Policy and Disciplinary Action

12.1 Failure to comply with this policy may constitute misconduct and may result in disciplinary action in accordance with the company's Disciplinary Code.

12.2 Serious breaches, including unauthorized access, sharing of access cards may result in disciplinary action up to and including dismissal.

13 Review and Amendment

13.1 The company reserves the right to amend this policy from time to time.