

Office Access Policy

1. Key and card access to UWOFAs offices is arranged by the University on instruction from the Administrative Officer. The Administrative Officer shall arrange access for UWOFAs employees, UWOFAs officers and any other person required to have access.
2. The Administrative Officer shall direct the management and storage of keys within UWOFAs offices. This shall include a protocol for access to locked storage space and meeting rooms.
3. Personnel files will be kept in a locked cabinet in the President's office. The Administrative Officer shall maintain control of the key to the cabinet, but only the Vice-President and President shall use the key to access the files.

Approved:
Board of Directors – April 23, 2019