



POLICY FOR ACCESS CARDS

Translated 2016-03-21

Revised 2017-08-28

This is a translation of Föreningen Ekonomerna's Swedish policy "Policy för Passerkort". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

Background and aim

To gain access to Föreningen Ekonomerna's premises, an access card is needed which is classified as a "valuable good". This policy is to regulate to whom access cards are issued, the period of validity as well as clarifying obligations and responsibilities that the access card holder has.

To whom access cards are issued

The Board and the Operational Management Group should be issued with an access card for their respective mandate period. In the event that a handover is favorable of an earlier activation or later deactivation, the validation period may be longer.

Active members working on Association-related work shall have the possibility to do so on Association premises. Access to premises shall not become an obstacle to commitment and at the same time it should be motivated which active members are assigned with access cards. Committee Chairs and project managers for stand-alone projects decide who, in their respective committees and projects, is entitled to possess an access card, and for how long it should be valid. The Committee Chairs/project managers send access card requests to the person responsible for applications within the Association.

Responsibility

As the Association has its goods in the premises, it is extremely important that access cards are used carefully. Access card holders are responsible for ensuring that:

- Premises and goods on the premises are left in the same condition that they were found in.
- Premises and goods on the premises are not exposed to unnecessary wear and tear.
- Persons admitted who are not access card holders also follow the applicable rules and guidelines for those who are present on the premises.
- Unauthorized persons are not admitted into the premises.