



POLICY FOR ACCESS CARDS

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Aim and background

To gain access to Föreningen Ekonomerna's premises, an access card is required, which is classified as a valuable good. This policy intends to regulate to whom access cards are issued, the time for which they will be valid and clarify the obligations and responsibilities that accompany an access card.

To whom access cards are issued

The Board and the Operational Management Group should be issued with access cards that are valid during 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 with Association-related work shall have the possibility to do so in Föreningen Ekonomerna's premises. Access to the premises shall not become an obstacle to commitment. However, it should be motivated which active members who are assigned access cards. Committee Chairs and project managers for stand-alone projects decide who, in their respective committees and projects, should be 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

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

- The premises and inventories in the premises are left in the same condition that they were found in.
- The premises and the goods in the premises are not exposed to unnecessary wear and tear.
- People without access cards who are let into the premises follow the applicable rules and guidelines concerning the premises.
- Unauthorized people are not admitted into the premises.
- People do not stay overnight in the premises.