

## Office Keys

The Administrative Assistant or the person responsible for keys in your Section will give you the key to your office. You are responsible for returning that key to the same person when you no longer occupy the office.

If you lock yourself out of your office or forget your key, ask the Administrative Assistant or person responsible for keys in your Section to unlock the door. If neither person is available, telephone the SPAS Lockshop at 992-6678 to have the door unlocked. The SPAS Lockshop will do so, but the response time will depend upon the availability of personnel.

- Safeguard your keys at all times
- Do not copy keys; spare keys are to be controlled by the Administrative Assistant or a designated person
- New keys may be obtained by the Administrative Assistant e-mailing the request to the SPAS Lockshop.

**Failure to adequately safeguard keys is a SECURITY INFRACTION**

## Use of Absent Cards

Absent cards are to prevent classified/protected documents or materials from being delivered and left on desks when employees are absent.

If you know you will be away, contact SPPM to obtain an absent card to be placed on the top of your desk. Do not leave any classified/protected documents or materials on your desk.

## Working on Classified and Protected Material at Home

Sometimes you may need to work with classified/protected material during the evenings or on the weekend, but the practice of taking classified/protected information home or any other place is not recommended. Under certain circumstances, however, permission may be given in Ottawa by the Director of a Division.

If permission is granted, it will be subject to the following conditions:

- you will not be allowed to take TOP SECRET information;
- you will be personally responsible for the custody of the material; and
- you must safeguard the information at all times.

Equipment and material (including computer equipment and software) cannot be removed from DFAIT without a completed GC205 "*Authority for Removal of Material from Premises*" form. Likewise, use form CG 205 to remove personal belongings that may appear to be government property.