

to ensure that visiting individuals are not able to move unescorted throughout the building, including areas where sensitive items are being handled and/or discussed.

Violation of this responsibility is a security infraction.

### **Silent hours – employee responsibilities**

Employees frequently remain in the office after normal Ottawa business hours. Although the building is patrolled by the ISS Security staff during silent hours, it is required by the Canada Labour Code, in the interest of employee safety in the event of emergencies, that Security staff are aware of employees who are in the building.

Employees remaining in the building and working alone during silent hours must advise the Front Desk Security Officer (main lobby) at 995-5859.

### **Locks and combinations**

#### **S & G combination padlocks**

All employees are responsible for the safeguarding of all classified material in their possession. Approved S & G combination padlocks may be obtained by telephoning 992-6679 (ISSG) for delivery.

#### **Changing combinations**

The combination setting of a dial lock shall be given the same protection as the highest classified matter it protects. The combination settings should be changed: every six months; when any person knowing the combination is transferred, released or no longer require access to the security container; and when the combination setting has been or may have been compromised.

#### **Keys to offices**

Keys to offices must be protected and not copied; spare keys should be controlled by Divisional secretaries. New keys and/or locks may be obtained by telephoning 992-6679 (ISSG) for service.

Failure to adequately safeguard keys is a security infraction.