

Property Access

Purpose

The purpose of this policy is to establish rules pertaining to the entry and exit of employees and visitors to Manitoba Liquor and Lotteries (the Corporation) properties.

Statements

1. The Director responsible for Corporate Security ensures an effective access control program is in place to create a secure environment for employees and visitors.
2. Management will make recommendations on the appropriate access for their respective areas. The Director responsible for Corporate Security will have the final authority on access requirements and resolution of access issues.
3. Quarterly access control reports will be reviewed by department management to ensure access provisioned is current and access rights for an individual are consistent with their role.
4. To ensure access is permitted for only authorized persons, employees will be required to have a photograph taken at intervals determined by the Director responsible for Corporate Security.
5. Employee access before and after their period of work is limited to the access hallways and break areas unless otherwise authorized by management.
6. Employees with their access card/key entering a corporate office/warehouse outside of regular operational hours must contact Surveillance and comply with any site-specific requirements.
7. Persons under the age of 18 may enter areas authorized by the Corporation when accompanied by a parent, spouse, common-law partner, or legal guardian who is at least 18 years of age. Persons under 18 must not:
 - Participate in any gaming activity;
 - Participate in or directly benefit from any promotional activity;
 - Violate any other rules set for that particular site; or
 - Possess or consume liquor in accordance with the LGCA Act.

Employee Access – On Duty

8. Employees are required to use the designated employee entrance/exit at the start and end of their period of work.
9. Employees are permitted to use other entrances/exits during their period of work when the building is open to the public.

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10. Employees carrying bags, knapsacks, parcels, etc. must use designated employee entrances/exits at all times when leaving or entering the building.
11. Employees must present their company issued photo ID upon request.
12. Employees who do not have their access card/key with them may be permitted access by the on-duty personnel responsible for entry to the site. On-duty personnel will:
 - Take reasonable steps to ensure the person is an employee.
 - Contact Corporate Security and provide the applicable information for all temporary access card requests.
13. Entry may not be granted to employees that do not have their access card/key, when no site representative is on duty and their identity cannot be confirmed.
14. Employee temporary access cards and contractors' employee access cards must be picked up when entering and dropped off when exiting designated facilities. All temporary and contractor access cards are secured at the security employee check-in or designated site-specific employee entrance/exit with designated personnel.

Employee Access – Off Duty

15. Employees are permitted to use the public amenities of the sites under the condition that they follow all site-specific procedures and the Employee Gaming Matrix for the facility they are visiting.

Employee Access – As a Volunteer

16. All employees must identify themselves to the designated on-duty manager when reporting for volunteer duties.
17. At gaming/retail locations, the on-duty manager will notify Surveillance that an off-duty employee is volunteering.
18. All employees who are volunteering are restricted to the areas accessible to all volunteers.

Visitor Access

19. When required by procedure, employees must ensure that work and/or non-work-related visitors wear designated visitors passes.
20. Employees may enter restricted areas with work and/or non-work-related visitors with the following requirements:
 - Corporate Security/Surveillance must approve access to these areas prior to entry;

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- When required by procedure, visitors must be escorted, and the employee will assume total responsibility for their visitor(s) during their time in the area.

Compliance

21. Employees who do not comply with this policy and related programs/procedures are subject to disciplinary action up to and including termination of employment.

Definitions

Employee – All full-time, part-time, casual, seasonal, term or contract employees that have been security cleared, including individuals seconded to Manitoba Liquor and Lotteries or on a government interchange agreement.

Restricted areas – Areas where there are special restrictive measures employed to prevent unauthorized entry.

References

[The Liquor, Gaming and Cannabis Control Act and regulations \(C.C.S.M. c. L153\)](#)

[Employee Gaming Matrix](#)

Executive Responsible

Vice President, Human Resources

Applies To

All Employees

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Approved

Original Approved by - Gerry Sul

President & CEO

January 16, 2024

Date

Policy History

Updated On Revisions

Approved By

Updated On	Revisions	Approved By
Jan. 16, 2024	New template, executive responsible. Revised/added purpose, 1, 6, 7, 10, 15, 16, References. Removed 13,14.	President & CEO
Oct. 29, 2019	New executive responsible, revised 1	President & CEO
July 21, 2016	New executive responsible, revised 1	President & CEO
Nov. 21, 2014	New	President & CEO

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