Policy

Title	**ACCESS MANAGEMENT**		
Classification	Administrative	**Oversight Responsibility**	Office of Vice-President, Finance and Operations
Category	Facilities & Properties	**Responsible Office**	Operations and Resilience
Approval	Executive	**Effective Date**	June 03, 2025
		Document No.	1103

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you have printed this policy, please check the website to ensure you have the current version.

The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Royal Roads University (University) provides access to **University campuses** in fulfillment of the learning, teaching, research, operational, and administrative mandates and goals of the University. A university-wide access management process addresses the need for appropriate access to campus space while supporting the personal safety and physical security of the University Community and the University's assets.

2.0 SCOPE AND COMPLIANCE

2.1 This policy applies to all University campuses, all University building interior and exterior doors, **door lock devices and systems,** and all members of the **University community**.

2.2 This policy does not extend to or include:

 a. University short-term housing or accommodations;
 b. bicycle locks;
 c. student lockers or other individual use lockers;
 d. storage unit padlocks; or
 e. locks on desks, workstations, filing cabinets, or pedestals.

2.3 The terms of this policy are monitored for compliance. Issues related to compliance are managed in accordance with applicable law and the University's policies, collective agreements, and contracts.

3.0 POLICY TERMS

3.1 The key and **electronic access device** management process functions effectively when individuals use University authorized door lock devices and systems and keys or electronic access devices that are issued to them by the Responsible Office.

3.2 Keys and electronic access devices remain the property of the University.

3.3 Keys and electronic access devices are returned to the University upon termination of employment, license, or contract or when the need for access is no longer required.

Royal Roads University

Royal Roads University is located on the traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

3.4   The cost to replace stolen or lost keys or electronic access devices and the cost to re-key or install new hardware or software, is the responsibility of the individual's **work unit**.

3.5   Requests for the installation of new or additional lock devices or systems to existing campus space are made in writing to the Responsible Office. Receiving a request does not obligate the University to fulfill it.

3.6   The University will monitor best practices and relevant legislation and revise this policy as required. In any event, this policy will be reviewed at least once every three years.

4.0   AUTHORITIES, ROLES AND RESPONSIBILITIES

4.1   The Vice-President, Finance and Operations:
   a.   delegates the administration of this policy and relevant standards, procedures, and directions to the Responsible Office to manage door lock devices and systems; and
   b.   informs Executive of any significant issue or matter regarding access management.

4.2   The Responsible Office:
   a.   administers and manages this policy and relevant standards, procedures, and directions;
   b.   approves and issues keys and electronic access devices; and
   c.   oversees the selection, installation, management, and maintenance of door lock devices and systems.

5.0   DEFINITIONS

For the purposes of this policy:

Door lock devices and systems means any piece of hardware or software used to lock or unlock an external or internal door to a University building including, but not limited to: keys, access cards, locks, card readers, and access management systems.

Electronic access device means any credential used to control physical entry to a building or space within a building. Examples included key cards and fobs.

University campuses means all of the buildings and grounds owned, leased, and operated by the University.

University Community means members of the Board of Governors, students, employees, contractors, volunteers, guests, visitors, and others who participate in any activity, program, or operation on a University campus.

Work unit means the institute, department, centre, office, or school that the employee works for or student is registered with, or that the academic or non-academic contractor has been contracted to work with.

6.0   INTERPRETATION

Questions of interpretation of this policy are referred to the Vice-President, Finance and Operations

7.0   RELATED DOCUMENTS

Royal Roads University Documents and Information
   • Access Management Standard – John Horgan Campus (#1103-S)
   • Access Management Procedure – John Horgan Campus (#1103-PR)
   • Building and Grounds Usage Standard – Langford Campus (#1106)

Review, Revision and Approval History

Date	Activity
2025-Jun-03	Approved by Executive; first implementation
2025-Nov-23	Review performed and administrative revisions made. Effective date remains 2025-Jun-03
2028-Nov-23	Next Review