Iconic Staff & Administration FAQs

Asset Release and Asset/Key Control Security

Employees, Contractors and/or Volunteers working with Iconic Productions / Iconic Performances Pty Limited may be required to complete the Asset Release Form and Asset/Key Control Security.

The purpose of this Asset & Key Control Policy (â€œASSETSâ€) is to establish reasonable property and personal security for all members, employed or contracted, to Iconic Performances and its business associates and the protection of personal and company property through the control of ASSETS to office areas, rooms and other secure areas.

The responsibility for implementing this ASSETS Control Policy is with the (Management Staff) of Iconic Performances Pty Limited and the owner of the property.

The Employees, Contractors and/or Volunteers will be required to complete the Asset Release and Asset/Key Control Security Form.
The form can be found at https://form.jotform.com/iconic_productions/asset-key-release-security

The Employees, Contractors and/or Volunteers will acknowledge that they have received the ASSETS provided and will understand that anyone not duly authorized, will be refused access to the ASSETS/property by staff and that at no stage should the Employees, Contractors and/or Volunteers allow anyone not duly authorized by Iconic Performances Pty Limited or the Directors to use/access/or hold the ASSETS or have in possession the ASSETS allocated to myself.Â

The Employees, Contractors and/or Volunteers will be informed and will need to sign, accept, agree and understand that the Employees, Contractors and/or Volunteers should forward a letter to authorize any additional individuals to be added to this list.

Attached files:

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URL: https://staff.iconic.productions/KB/content/0cat=1/297/en/asset-release-and-asset_key-control-security.html