



## **AVIATION SECURITY IDENTIFICATION CARD (ASIC) POLICY**

### ***POLICY STATEMENT***

An Aviation Security Identification Card, known as an ASIC, is an identification card which is used to identify a person who has been the subject of a background check.

An ASIC is required to obtain unescorted access to the secure areas of security controlled airports that have regular public transport (RPT) services. ASICs are valid for up to two years.

ASIC passes currently required for employment by Airport Retail Enterprises come at a cost to Airport Retail Enterprises of \$240.

Airport Retail Enterprises is not involved in the approval or in the administration of ASIC passes however will make the \$240 required payment.

Airport Retail Enterprises is prepared to share 50% of the ASIC cost with all staff upon commencement. Arrangements will be made for a \$40 deduction from initial three pay periods to cover the \$120 employee contribution to the cost of the ASIC.

Should employment terminate prior to the completion of 12 months Airport Retail Enterprises may withhold a further \$120, being the balance on the true cost of the ASIC pass, from any final pay entitlements.

Acknowledgement of this Policy prior to commencement of employment is considered a consent for ARE to take the action as prescribed.

**AUTHORISED BY**

A handwritten signature in blue ink, appearing to read 'John Chapman', is written over a faint, light blue horizontal line.

**Signed: John Chapman    Position: Chief Executive Officer    Date: 1<sup>st</sup> July 2018**