



## **Sensitive Areas Access Request**

### **GUIDE**

#### **Instructions:**

#### **WHO MUST COMPLETE THIS ACCESS REQUEST?**

Third parties (“Applicants”) requesting access to a “sensitive area” (as defined below) at Caesars Windsor must complete and submit this Sensitive Areas Access Request (“Access Request”) along with a Police Information Check at their cost, issued by a law enforcement agency in the city or municipality where they reside dated within thirty (30) days of the date of the Access Request. Additional information and documentation as outlined below as well as an in-person interview may be required.

“Sensitive Area” means any area designated in the sole discretion of Caesars Windsor that requires strict access controls to secure Caesars Windsor and/or safeguard its integrity or assets.

Access Requests will be reviewed on a case by case basis. Approval will not be granted for greater than a one (1) year time period.

#### **HOW TO COMPLETE**

Applicants seeking access to a Sensitive Area of a Caesars Windsor must complete the Access Request and submit it together with all required documentation to the Legal Department at Caesars Windsor as further outlined below.

Applicants must also provide copies of two (2) pieces of valid government-issued identification (front and back), one of which must include the Applicant’s name, date of birth, signature and a recent photograph of the Applicant (e.g. driver’s licence, passport). **Note: Health Cards will not be accepted as identification.**

All Access Requests must be verified for accuracy by the Applicant. Incomplete Access Requests will be returned to the Applicant and may delay the approval process.

The complete package should be marked Private & Confidential and forwarded to Caesars Windsor via one of the following methods:

In Person or by Mail to:  
377 Riverside Drive East, Windsor, Ontario N9A 7H7  
**Attention: Legal Department**

By fax to: 519.256.8927

By electronic mail to: [accessrequests@caesarswindsor.com](mailto:accessrequests@caesarswindsor.com)

The Applicant and Applicant's employer will be notified in writing as to whether the Access Request is approved. Where the Applicant's employer is providing the applicable services to Caesars Windsor as a subcontractor to another contractor, the contractor will also receive a copy of the status of the Access Request in writing.

If approved, Applicants will be required to enter Caesars Windsor via the designated Employee Entrance on Glengarry Street and sign-in with Security. Applicants must carry government-issued photo identification as well as their approval letter on their person for the entire duration of their attendance at Caesars Windsor.

**Warning:**

It is the responsibility of the Applicant providing disclosure herein to notify Caesars Windsor in writing within five (5) days of any material change to the information supplied on the Access Request or any documentation including the Police Information Check.

The provision of false, incomplete or misleading information, or the omission of the information in this Access Request or in the documents submitted with this Access Request, or the failure to notify Caesars Windsor of any material changes to this information which occurs following this Access Request being filed, may result in the refusal or revocation of access to Caesars Windsor.



## SENSITIVE AREAS ACCESS REQUEST

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You must answer every question in this Application. Incomplete or improperly completed applications will be returned and may delay the approval process.

You are responsible for notifying Caesars Windsor within five (5) days of any material change to the information supplied on or in connection with this Application, including any change to the information included in the Police Information Check you provided.

### **TO BE COMPLETED BY APPLICANT**

#### **1. Employer Information**

Name of Employer

Relationship to Employer (e.g. employee, independent contractor, officer, director, etc.)

Employer Telephone Number

Employer Fax Number/Email Address

Address of Employer (Head Office address)

#### **2. Is your employer acting as a subcontractor to another supplier?**

☐

Yes

☐

No If YES, please complete the boxes below.

Name of Supplier

Supplier Telephone Number

Supplier Fax Number/Email Address

Address of Supplier (Head Office address)

**Applicant (full legal name)**

Last Name

First Name

Middle Name(s)

Date of Birth (DD/MM/YYYY)

Telephone Number

Email Address

Current Address

**3. Canadian Eligibility**

Are you legally eligible to work in Canada? You may be required to provide proof (work permit, landed immigrant status, etc.)

☐

Yes

☐

No

**4. Areas to be Accessed**

☐

Surveillance

☐

Cashiering/Banking Areas

☐

Countroom

Reason for Access

Period of Access Requested (*access will not be granted for more than one (1) year*)

From (DD/MM/YYYY)

To (DD/MM/YYYY)

**Have you attached a copy of your Police Information Check completed within the past thirty (30) days (mandatory)?**

☐

Yes

## NOTICE

The information on this Application, or otherwise collected by Caesars Windsor will be used for the purposes of considering your suitability or continued suitability for accessing Sensitive Areas of Caesars Windsor, managing Caesars Windsor's relationship with your employer and, where applicable, the supplier, for regulatory compliance purposes, and otherwise as permitted or required by law. By completing this Application, you agree that Caesars Windsor may use (and share) your personal information with the Alcohol and Gaming Commission of Ontario and the Ontario Lottery and Gaming Corporation for these purposes. You further agree that Caesars Windsor may share your personal information, including the results of your Police Information Check, with your employer and, where applicable, the supplier, should Caesars Windsor deny your request to access Sensitive Areas. Any questions regarding Caesars Windsor's personal information handling practices may be directed to its Chief Privacy Officer at [privacyofficer@caesarswindsor.com](mailto:privacyofficer@caesarswindsor.com).

## DECLARATION

I solemnly declare that the information I have provided is true, accurate and complete and I make this solemn declaration conscientiously believing its contents to be true and knowing that it is of the same force and effect as if made under oath.

I understand that this Application may not set out all the questions that I may be asked nor constitute all the documentation and/or information that I may be required to supply. I understand that further questions may become necessary and that further documentation and/or information may be required during the application process, and that an in-person interview may be required, and that if I do not wish to answer any further questions, attend an in-person interview or supply any requested documentation or information that my application will be abandoned. I understand that the provision of false, incomplete or misleading information, or the omission of information in this Application or in the documents submitted with this Application, or the failure to notify Caesars Windsor of any material changes to this information which occur following this Application being filed, may result in the refusal, suspension or revocation of any authorization to access Sensitive Areas. I understand that sensitive area access authorizations may be revoked by Caesars Windsor at any time in its sole discretion.

Print Name:

Date:

Signature:

### Caesars Windsor Use Only:

Application Status:

Access Dates:

Approver Signature:

Employee Number:

Date: