

# **SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**

## **POLICY AND PROCEDURE MANUAL**

**Date of Issue: 2/5/02**

**Section Number 221**

**Date Revised: 3/17/05; 10/27/11, 3/17/22**

### **Policy 221 – Employee Identification Badges**

#### **I. POLICY**

To ensure the safety and security of all staff and consumers on SHCMHC property all employees will be required wear an agency issued photo identification (ID) badge when working at any agency site or representing Southern Highlands in the community or at another agency. The ID Badge will also be utilized as an electronic key to allow access into SHCMHC licensed sites for each staff as needed.

#### **II. PROCEDURE**

- A. The Human Resource Department along with the IT Department will ensure that all Southern Highlands' employees have a Photo Identification Badge with required barcode upon hire. Employees will sign the Employee Identification Badge Acknowledgement (See Attachment A) before receiving their badge to acknowledge understanding of the badge usage and policy.
- B. All employees are required to wear their identification badge, in plain sight, when working at any Southern Highlands' site or when representing Southern Highlands at an outside agency or within the community.
- C. ID badges will be utilized to gain access into SHCMHC licensed sites that the staff member has been approved to enter. Staff are not permitted to enter a site without their ID badge unless prior approval has been received from the site supervisor. Any staff member letting someone in the site unauthorized will be subject to disciplinary action.
- D. If an employee loses their badge, there will be a \$5.00 replacement charge to be paid by the employee. If a consumer destroys the employee's badge the badge will be replaced free.
- E. Lost or stolen badges should be reported to Human Resources as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.
- F. Employees are not permitted to share or give another staff member, consumer, visitors, vendors, etc., their badge to wear or gain entry into a site. Sharing

badges or giving a badge to someone else will be grounds for immediate disciplinary action up to termination.

- G. If an employee forgets their identification badge, they can be issued a temporary badge from the IT department or delegate. Excessive forgetting of a badge can lead to disciplinary action.
- H. When utilizing the employee health services staff must present their ID Badge to Tug River Medical Association.
- I. When a staff member resigns or is terminated the badge number will be deleted from the system and no longer be accessible to the sites.

**EMPLOYEE IDENTIFICATION BADGES**

This is to acknowledge that I have received and read a copy of Southern Highlands' Policy 221 – Employee Identification Badges and furthermore acknowledge an understanding of that document. I understand that I must wear my ID badge at all times while providing services or representing SHCMHC and I will not share or give my badge to any other staff member, consumer, visitor, vendor, etc. I understand that if I my badge is lost or stolen I will be required to pay a \$5.00 fee for a new one.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_