



## **Identification Badge Policy**

All staff shall wear identification badges. These badges will have the staff's picture, name, credentials, and position listed.

All staff will be issued an identification badge by the Human Resources Department upon employment at The Center. The original identification badge will be provided without a charge. There will be a \$10.00 replacement fee if a badge is lost. Badges will be replaced at The Center's expense if an individual's name legally changes, or if the employee's job, title, or licensing credentials change.

While not on Center premises, employees must carry their own identification badge with them and be prepared to show it, as necessary. Badges must not be worn in the community in the presence of a client in order to protect the confidentiality of the client.

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I have read and understand the above policy and directed any questions that I had to the Human Resources Department. My signature below indicates my agreement to abide by the rules and consequences set forth by this policy.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Staff ID