



ID CARD POLICY

1.20

Effective Date: 07/18

Purpose: To govern the creating, updating, and wearing of employee identification cards.

Failure to Comply: Employee failure to comply with this policy could result in disciplinary procedures. Failure to comply with this policy could also create confusion in the health department as to who is, and who is not, an employee. Agency failure to comply with this policy could result in loss of accreditation and/or confusion when dealing with the public.

Policy: Barren River District Health Department (BRDHD) is committed to protecting the safety and well-being of all employees and other individuals in our workplace therefore all employees must obtain an identification card upon hire with the correct logos and branding on the identification card. Employees must wear their identification cards any time they are working in any type of capacity in the office, health department, or remotely (this includes participating in offsite events such as setting up a booth at an event offsite.)

Identification cards must be completely updated every five years in order to ensure the photograph of the individual and any new logos, or the branding, of the agency are up to date.

Forms: None

References: None

Contact Person: Human Resources Manager

Policy Origination, Revision, and Review Tracking

Policy Number	Origination Date	Description of Revision or Reviewer Name
1.20	04.02.2018	HR Manager – Policy Creation
1.20	09.29.2020	HR Manager-review