

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.14

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SUBJECT: EMPLOYEE IDENTIFICATION TAGS

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 1-17-92 REVISED: 6-30-98, 5-22-00, 02-27-02 EFFECTIVE DATE: 5-1-91

PURPOSE:

To provide for the safety and welfare of our clients, staff and visitors, all employees are required to wear their photo ID badge while working.

POLICY/PROCEDURE:

All employees are required to wear their Marklund issued photo identification badges at all times while working. Marklund's Human Resources Department will provide a badge to employees during orientation. Lost ID badges must be reported to a supervisor and replacement for a lost badge will cost \$25.00 and must be paid through payroll deduction. There is no fee for a new badge due to change in name, title, etc. if the employee submits their old badge at time of replacement. Badges will be issued by the Human Resources Department.

Photo identification badges are the property of Marklund and must be turned in to your supervisor or the Human Resources Department when your employment relationship is ended.

RECEIPT FOR PICTURE IDENTIFICATION BADGE

I have received my Marklund photo identification badge. I understand that this badge must be worn at all times while I am working. If I lose this badge, I must inform my supervisor or the Human Resources Department immediately and have a replacement badge issued. The charge for replacing a lost badge is \$25.00. This will be taken through payroll deduction. The deduction will be taken the pay period following the replacement. There is no fee to replace my badge for a change in title, a name, etc., as long as I turn in my old badge at the time of replacement.

This identification badge is the property of Marklund and must be turned into my supervisor or the Human Resources Department when my employment relationship with Marklund has ended.

I will receive a copy of this receipt after I have signed and received my badge. The original will be kept in my personnel file.

Employee Signature

Date

Printed Name