

Badge Responsibility Form

*Should be signed by the employee/contractor before
issuance of the badge*

Purpose

- The purpose of this form is to remind employees/contractors of the responsibilities of being issued a badge.

Scope

- All locations where access controls are deployed

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- Badge access - hours, locations and roles
- Visibility and importance of wearing a badge whilst on premises
- Lost badges
- Forgotten badges and getting a temporary day badge
- Loaning badges
- Preventing unauthorized access (tailgating/entry on exit)
- Challenging persons not wearing a badge
- Visitors

Badge access - hours, locations and roles

- Employees - 24/7 access to all offices - general doors only
- Contractors - Monday to Friday 8-5 to **appointed offices** general doors only

Visibility and importance of wearing a badge whilst on premises

- Tailgating continues to be the top security vulnerability to the workplace
- It is every employees responsibility to check that we are wearing badges correctly and we should challenge anyone that is not wearing a badge clearly visible
- Badges are a mission critical way that we identify a person who is authorized to be on the premises (unescorted). They therefore should be worn so they are easily visible to others.

- Lanyards should be made available if they can't be worn at waist level

Lost badges

- Upon realizing that your badge is/may be lost please:
 - Do not delay please contact IT and the Workplace Team
 - Upon notification your badge will be deactivated
 - A temporary badge will be assigned to you that must be returned when your permanent badge is ready

Never loan your badge to anyone

Preventing unauthorized access

- Always swipe your badge when entering a building, even if an employee opens a door for you.
- Always check who is coming into the building behind you, ask to see their badge if you don't recognise them
- Ask them to swipe their badge and listen for the click at the door - then allow them entry.
- If you do not recognise them and they don't have a badge, ask their name and check them in Slack that they are a current employee before permitting entry.

Visitors

- All visitors must sign in and get a paper badge (where offices have them) each and every time they attend the office, even if for multiple days in a row.
- Visitors must be escorted by their host at all times whilst on Procore property.

Please acknowledge that you have read and understood the above security measures

Name

Signature

Date