

# Badge Standard

## Permissions:

- Employees - global access 24/7
- Contractor (different color) - Monday to Friday 0800-1700
- Visitor - No hard badge / paper badge only
- All employees and visitors shall display the access card at all times on premises.
- Employees should sign the Badge Responsibility Form before being issued a badge
- All employees and visitors shall use their access cards (employee identification badges, visitor badges etc.) to obtain entry and exit to the premises.
- All employees and visitors shall use only their access card at all times in secured areas while on premise. Tailgating shall not be allowed

## Employee Badges (Global 24/7)

### Creation and delivery to offices

- Can be created locally when a printer is in place at the local office. Alternately will be created offsite and sent to the location then activated upon being safely received.

## Temporary Day Badges

Process for issuing Temp Day Badges:

- Deactivate the employees main badge
- Issue temp badge and track on google sheet
- Set the deactivation of the temp badge to 1000 am the next day - advise the employee
- Check badges have been returned daily
- If employee hasn't returned after 48 hours then 2 messages followed up by one to his/her manager

## Contractor Badges

- Assign to contractors as required and access removed upon completion of contract