

**TOWN OF
AMHERSTBURG**



POLICY NO.: H15 – Identification Badges for Employees

SOURCE: Council Meeting 26/Jan/2009

SECTION: Human Resources

DATE ENACTED: January 26, 2009

DATE OF AMENDMENT:

1.0 SUBJECT:

1.1 All Employees and Students of the Town of Amherstburg are required to wear Town of Amherstburg issued Identification Badges while performing duties on behalf of the Town of Amherstburg.

2.0 INTENT:

2.1 The Town of Amherstburg will take all reasonable steps to provide its employees with a secure and safe work environment, balanced with the need for public accessibility to corporate personnel and facilities.

3.0 SCOPE:

3.1 This procedure encompasses all employees working for the Town of Amherstburg and students attending the municipal office with the exception of Fire Department and Police Department employees who have their own identification processes in place.

4.0 PROCEDURE / IMPLEMENTATION:

4.1 Identification badges are to be kept on person when dealing with the public and when attending municipal meetings with external individuals.

4.2 All employees shall identify themselves through the use of the employee identification badge at all times when conducting municipal business on private property or when communicating with the public as requested.

4.3 All staff interacting with residents on municipal business shall display their identification badge as requested.

4.4 The employee is to notify their Supervisor immediately if the identification badge is lost.

- 4.5 The Manager of Human Resources shall ensure all students have an identification badge and ensure use of same.
- 4.6 Each Department Manager shall ensure that their employees have an identification badge and ensure use of same.
- 4.7 Department of Information Technology shall create additional badges that identify employees and students and supply them as needed to each department.
- 4.8 The identification is in addition to necessary compliance with all Health and Safety requirements applicable to the area(s) of the visit. The Manager of the area(s) will be responsible to provide the necessary Health and Safety orientation and prescribed safety equipment.
- 4.9 The identification badge must be returned when employment is terminated.
- 4.10 When required, the identification badge must be destroyed in the shredder by an employee of the IT department.