

Identification (ID) Card and Access Badge Accountability, Acceptance and Guidelines for Use

As an employee of Syntel Infotech you will be assigned a company identification card and access badge with number _____. By having a company ID and access card you are entrusted access privileges company facilities except on premises marked as restricted areas.

The company ID and access badge under the law are considered access devices and subject to regulations according to Republic Act No. 8484, otherwise known as the Access Devices Regulation Act of 1998. *“An **access device** means any card, plate, code, account number, electronic serial number, personal identification number and other telecommunication services, equipment or instrumentalities-identifier or other means of account access that can be used to obtain money, goods, services or any other thing of value or to initiate a transfer of funds other than a transfer originated solely by paper instrument”.*

Accountability:

1. All company IDs and access badges are property of Syntel Infotech, they must be returned immediately after the end of your employment;
2. Syntel Infotech reserves the right to confiscate these devices and revoke the access privileges at any time without any notices;
3. The company ID and access badge are non-transferable and must not be loaned to any person;
4. All activities and the results of the use/misuse of these devices are solely your responsibility and accountability. The company will not withhold filing legal cases and administrative cases as a result demand payment for damages incurred as a result of the misuse.

Note: The use of unauthorized access device - means any access device that is stolen, lost, expired, revoked, canceled, suspended, or obtained - to gain access to the company facility , to commit fraud or defraud is prohibited.


5. Should any of the cards is lost, you are obliged to immediately report the incident to your immediate supervisor. Your immediate supervisor will inform the site on the next steps. Upon your return to the site, proceed to the administrative officer for issuance of temporary ID and submission of your incident report on the matter. A fee will be charged should lost, your card is stolen, not returned, or if it becomes inoperative due to misuse or abuse. Failure to report is considered a security violation which will lead to pertinent disciplinary action.

Guidelines:

6. Do not destroy, modify or deface any of the cards. A fee is immediately demandable for card replacement or loss, or if it becomes inoperative due to misuse or abuse. All fees are subject to change without notices;
7. Ensure the gate or door that you pass through closes securely behind you. KEEP ALL DOORS CLOSE AND SECURE;

8. Ensure that no one follows you through a door (tailgating or piggybacking) unless that person is under your escort and that you are authorized to escort another person. Tailgating or Piggybacking is strictly not allowed unless falling under the exception stated in this paragraph;
9. You may challenge a person to ensure they have an ID and a badge by asking to see it. If a badge cannot be provided, or to report any suspicious activity please report it to the Security Personnel and your immediate supervisor immediately;
10. If you have an escorting privilege, note that this privilege comes with responsibilities. Anyone you are escorting is your responsibility. Do not escort more persons you can control. Ensure those you escort understand that they must remain with you at all times;
11. Violations of any of the above can result to disciplinary action that may lead up to termination.

By signing below, I have read and understood the content of this document and fully accept the roles and responsibilities as an employee of Syntel Infotech who received said access badge and company identification card.

Printed Employee Name: _____
Signature:  _____
Date Signed: 12/01/2021