



# ISMS Excerpts – ID card & Access card Policy

# ID CARD POLICY

- ID card policy provides the guidelines for issue and usage of ID card
- Aspirians are given 'Blue' coloured Tags, Customers are given 'Yellow' coloured Tags, and Vendors or Visitors are given 'Red' coloured tags
- ID cards are used to
  - Establish identity of all Aspirians/ Contractors/ Vendors/ other Visitors who are available in the office premises
  - Control and ensure that only authorized personnel are provided access to the Aspire workplace

# ID CARD USAGE GUIDELINE

- Photo ID cards are issued to all Aspirians/ Contractors and wearing it is mandatory while inside office premises and while travelling in Aspire arranged vehicles
- Security/Transport staffs are authorized to check and ask for ID Cards of the employees at any place and will report violations to the HR/ Facilities Department.
- Security/Transport staff can also deny an employee entry to the premises/vehicles when he/she does not possess an ID Card and later grant entry to such employee after establishing his/her identity, in consultation with HR Department

# ABOUT TEMPORARY ID CARDS

- In the absence of a regular/permanent ID Card, a temporary ID Card is issued to authenticate the entry of an Aspirian and it is valid for 1 day
- Security staff can issue a temporary ID card as a stop-gap arrangement for a temporary period of one day. It is the responsibility of the employee availing the temporary ID card to return the card back to the security.
- If the temporary ID card is not returned back, the facility team will charge a penalty of Rs.50

# ID CARD PERMISSIONS

- Each employee is responsible for preserving his/her ID Card as it is. Any changes/ alterations made on the ID Card by the employee will be considered as forgery.
- ID card is not transferable. Exchange of access cards or proxy usage is not allowed and will be dealt with severely
- Loss or robbery of ID Card and Access Card should be immediately reported to the HR/Facilities team and a new ID card can be requested

# ACCESS CARD POLICY

- Access card policy provides the guidelines for issue and usage of access card
- Access cards are issued to all Aspirians, Contract employees and Vendors (Security & Housekeeping)
- Access cards are used to
  - Regulate access to certain sensitive office areas and departments
  - Record entry and exit time of each and every Aspirian for attendance purpose.

# ACCESS CARD PERMISSIONS

- An Aspirian working in Siruseri will be issued a regular access card which will provide access to any of the work bays
- Entry will be restricted to Server room/Data Centre, HUB Rooms, UPS rooms and Electrical Rooms as detailed in the Access card policy
- Access card is not transferable. Exchange of access cards or proxy usage is not allowed and will be dealt with severely
- Tailgating along side another aspirian for entry/ exit to a work area is prohibited and every Aspirian should always swipe in/ swipe out alternatively to enter/ exit a work area

# HANDLING LOST ACCESS CARD

- Lost/stolen cards should be immediately reported to HR/Facilities
- Employee must raise a helpdesk ticket to Facilities to obtain a new access card and will be charged INR 225 for the new card
- Employee will also be required to sign an undertaking stating that the old card will be returned to the company in case it is found at a later stage



