

## Westpac

# ID Card Access Document

## ID Card Access Procedure

### 1. Onboarding Process:

Complete the onboarding process with HR.

Provide necessary personal and contact information.

### 2. Photo Submission:

Submit a recent passport-sized photo to the HR department.

### 3. Access Form Completion:

Fill out the Access Request Form available with HR.

This form includes the:

#### 1. Employee Information:

Full Name

Employee ID or Number

Department

Job Title

Date of Joining

#### 2. Contact Details:

Work Email

Work Phone

Emergency Contact Information

#### 3. Access Requirements:

Specify areas or zones requiring access.

Indicate if special access permissions are needed.

#### 4. Manager's Details:

Manager's Name

Manager's Signature

Date of Approval

#### 5. Reason for Access:

Briefly explain why the employee needs access (e.g., job responsibilities).

6. Security Acknowledgment:  
Acknowledge understanding of security policies.  
Agree to abide by company security regulations.
7. Photo Attachment:  
Attach a passport-sized recent photo to the form.
8. Signature:  
Employee's Signature  
Date of Submission
9. Additional Notes or Comments:  
Any extra information relevant to the access request.  
HR Processing Details:  
HR personnel details responsible for processing the request.
4. Manager Approval:  
Obtain approval from your manager for the requested access levels.
5. Security Briefing:  
Attend a security briefing to understand company policies.  
Acknowledge adherence to security protocols.
6. ID Card Processing:  
Once approved, HR will process your ID card.  
Expect your ID card within 7 business days.
7. Card Activation:  
Follow the activation instructions provided with the ID card.
8. Replacement or Changes:  
Notify HR for any lost cards or changes in access requirements.

## Policy Applications:

### 1. ID Cards

All employees must wear a City-issued identification badge visible at all times during working hours. Access Cards and/or ID Badges are issued by the Henderson Police Department working in conjunction with the Human Resources Department.

Access cards to the Emergency Services Facility for Police and Fire employees will be issued in Civil Processing. For security reasons, each employee entering a locked area must use their own Access Card and Personal Identification Number (PIN), unless the entering employee is certain that the employee(s) following from behind them have access to the same area.

Lost Access Cards and/or ID Badges must be reported to the Police Department Fingerprint Unit by the end of the Business Day following the loss. All individuals are responsible for the Access Cards and ID Badges issued and assigned to them. Duplication or modification of access cards or identification badges is prohibited. Any employee or agent who makes, duplicates, or modifies an Access Card or ID Badge is subject to disciplinary action, up to and including termination. All Access Cards and ID Badges must be returned to the employee's supervisor, manager or Human Resources Business Partner upon termination of employment.

Note: The employee ID card is a crucial security measure. Keep it secure and report any discrepancies or issues promptly.

### 2. Final Paychecks

For final paychecks to be released/mailed, all employees must return their ID cards to Access Services. If the ID card is lost, a replacement fee must be paid before the final paycheck will be released. **This fee cannot be payroll deducted.**