**Spotify ID Badges**

**When In The Office, Always Wear Your ID Badge So Others Can See It**

We are a pretty big company now and there is no longer any way for any us to know everyone else in the office. So the only way we can know that someone we meet is a colleague or a consultant guest in our house is if we all wear our badges or name tags. Remember that most of the time, baddies look just like the rest of us, and without badges it's just too easy to tailgate someone through a door.

If you don't have a badge holder or a handsome Spotify lanyard for your badge, you can get one in the reception. For any additional questions about badges, please contact your local reception.

**Be Mindful Of Who You Let In The Door**

If you don't know the person tailgating behind you into the office, do ask them to show their badge or ask if you can help them.

And please don't be offended when someone asks you to show your badge. Ultimately, it's your computer and phone and sensitive work projects they are keeping safe when they do that.

**Visitors Must Be Registered And Wear The Name Tag When They Hang Out Here**

Make sure your visitors in the office are registered in the visitor management system and wear the name tags. You are responsible for your visitors and it's a safety thing, so make sure they are aware of (and follow) the building rules. Don't leave visitors to wander around on their own when they are here.

**Report If You Lost Your Card**

Let your both manager and the reception know ASAP that your card is lost.

You can get a new one in reception. Please show your ID to the lovely people there so they can do a quick system check before they get you the card (we have asked them to always do this because there are too many employees now for anyone to be able to keep track of us all in their head). If you don't have ID with you, you can ask your manager or a colleague to verify that you are in fact you.

**Borrow A Temporary Card If You Need To**

If you just forgot your card but you know it's in a safe place (as in you know it's in the pocket of that other jacket at home) you can borrow a temporary blue card in reception. It'll do everything your ordinary card does but it's only valid for a limited period.

Please show your ID to the lovely reception people so they can do a quick system check before they get you the card (we have asked them to always do this, because there are too many employees now for anyone to be able to keep track of us all in their head). If you don't have ID with you, you can ask your manager or a colleague to verify that you are in fact you.

**Event Visitors**

When we have events and large groups of guests, we use printed accreditation cards on a lanyard. Visitors still need to be registered in the visitor system. Large groups can be registered in the system in advance. External pre-registered visitors sign the Non-Disclosure Agreement (NDA) on paper when they pick up their visitor name tag.

**Tracking And Integrity**

The access card system keeps track of movements in the building. This will help us if there is a fire or other emergency, and emergency services need to find out in what areas of the building there are people.  The decision to retrieve data from the access control system can only be made by Head of HR and/or Head of Security.