**Badge Guidelines**

1. **Badge/lanyards/cover Loss or Damage:  
   If your Badge/lanyards/cover is lost or damaged, you will be charged 5 JOD for a replacement. (Deduct from the salary)**
2. **Requesting a Badge:  
   If you need a new badge, whether for loss, damage, or because of a change in your role/department, please follow these steps:**
   * **Submit a ticket via the HR support system. https://hrsupport.usclarity.com**
   * **The HR & IT department will review the request and issue the badge within 2-3 business days.**
3. **Badge Requirement:  
   All employees are required to carry and wear their badge at all times while inside the building.**
4. **Building Access:  
   Entry into the building is only permitted if you have your badge with you and are wearing it visibly**
5. **When do I get badge on the acting period? No**