

Merck Employee Badge Request form

Instructions: For New and Renewal requests, complete Sections 1 & 2 and email (preferred) or bring hard copy.

For Additional Site Access requests, complete Sections 1 & 2 and email/bring to Employee's Homesite .

For Reprint requests, complete Section 1 only and email (preferred) or bring hard copy.

Notes: Refer to Sync or Site Security web pages for badging instructions. Email buttons for submission are at the bottom of section 2

Section 1: PERSONAL INFORMATION (All Fields must be completed by the Employee)

Request Type: ☐ New Employee ☐ Additional Site Access

☐ Replacement

☐ Lost ☐ Broken ☐ Other: _____

Note: Legal names must be entered into Merck HR systems

First Name: (Legal) _____ Department: _____

Last Name: (Legal) _____ Title: _____

WIN #: _____ Office Location: _____

Home Site: _____ Office Phone #: _____

Vehicle #1

Vehicle #2

Vehicle #3

Make: _____ Make: _____ Make: _____

Model: _____ Model: _____ Model: _____

Color: _____ Color: _____ Color: _____

License Plate: _____ License Plate: _____ License Plate: _____

Section 2: ASSIGNMENT INFORMATION (All fields must be completed by Employee's supervisor)

A Move request must be submitted for a new employee prior to receiving an ID badge.

Move Request #: R- _____

Site Access Requested

General Office Sites

- | | |
|---|--|
| <input type="checkbox"/> Upper Gwynedd | <input type="checkbox"/> Branchburg |
| <input type="checkbox"/> Church Road | <input type="checkbox"/> Whitehouse Station West |
| <input type="checkbox"/> Boston / Cambridge | <input type="checkbox"/> Palo Alto |
| | S. San Francisco |

GMP Sites

(Additional site specific training may be required)

- | |
|-------------------------------------|
| <input type="checkbox"/> Kenilworth |
| <input type="checkbox"/> Rahway |
| <input type="checkbox"/> West Point |

North Wales (General access only)

☐ Other: _____

Supervisor Phone # _____

Supervisor Signature: _____

By signing this form, the Supervisor has verified that the information provided in Sections 1&2 is accurate.

Section 3: SECURITY VERIFICATIONS (All fields must be completed by Security)

Photo ID verified by: _____ Badge # issued: _____ Date: _____

Section 4: TERMS AND AGREEMENT (To be read and signed by the Employee at time of receiving ID Badge)

While working at a Merck Facility, I agree to the following:

1. I have received Merck Site Orientation and understand my responsibilities for working safely & following Merck policies and procedures.
2. I have had the opportunity to ask questions about anything I did not understand during training.
3. I agree to perform my job in accordance with all Merck, OSHA, Federal/State, and other applicable laws and safety requirements.
4. I understand that my employer and I are responsible for providing all personal protective equipment to perform my job safely.
5. I understand that my badge is for my personal use only. My badge will never be used to provide access for another person.
6. **I understand that if my Merck Photo ID Badge is lost/stolen, I must report it immediately to my Supervisor and Site Security.**
7. I understand that my Merck Photo ID Badge must be visible and displayed when on Merck property at all times.
8. I understand that this Merck Photo ID Badge must be surrendered to Site Security at the end of my assignment or upon request.
9. I understand that if I violate any of Merck's policies/procedures my Merck Photo ID Badge will be confiscated and my site access terminated.
10. I understand that all emergencies, accidents or injuries occurring on a Merck site must be reported immediately by using *999 from any Merck landline

I agree that all information on this form is accurate to the best of my knowledge and understand that I can be restricted from access to Merck Facilities for providing false information.

Signature: _____ Date: _____