**Company K Facility Access and Badge Issuance**

**1. Purpose**

This document outlines the procedures for accessing Company K facilities and issuing badges to employees, contractors, and visitors. It aims to ensure secure and efficient access to the company premises while maintaining a safe work environment.

**2. Scope**

This policy applies to all employees, contractors, visitors, and any other individuals requiring access to Company K facilities.

### **3. Facility Access**

**3.1 Employee Access**

**3.1.1 Access Control**

* **Description**: Employees are granted access to the facilities based on their roles and working hours.
* **Procedure**:
  1. **Request**: Employees do not need to request access; it is automatically granted based on employment status.
  2. **Access**: Use the company-issued badge to enter secured areas. Access to certain areas may require additional permissions.

**3.1.2 Working Hours**

* **Description**: Regular working hours are from 9:00 AM to 6:00 PM, Monday to Friday. Access outside these hours may require special authorization.
* **Procedure**:
  1. **Request**: Submit a request for after-hours access to HR or Facilities.
  2. **Approval**: Obtain approval from your department head and the security team.

**3.2 Contractor and Visitor Access**

**3.2.1 Contractor Access**

* **Description**: Contractors require temporary access to perform specific tasks.
* **Procedure**:
  1. **Request**: Contractor’s company must submit a Facility Access Request Form to the HR department.
  2. **Approval**: HR will review and approve the request, coordinating with Facilities for badge issuance.
  3. **Badge**: Contractors will receive a temporary access badge upon arrival.

**3.2.2 Visitor Access**

* **Description**: Visitors are granted temporary access to the facility for meetings or events.
* **Procedure**:
  1. **Registration**: Visitors must be registered in advance with the receptionist or host.
  2. **Badge Issuance**: Receive a visitor badge upon arrival, which must be displayed at all times while on the premises.
  3. **Escort**: Visitors must be escorted by an employee at all times.

### **4. Badge Issuance**

**4.1 Employee Badges**

**4.1.1 Issuance**

* **Description**: Employees are issued a badge upon onboarding.
* **Procedure**:
  1. **Request**: No action is required from the employee; badges are issued by HR.
  2. **Pickup**: Collect the badge from the HR department during the onboarding process.
  3. **Activation**: Badges are activated for facility access according to job role and department.

**4.1.2 Replacement**

* **Description**: Replacement badges are issued if a badge is lost, stolen, or damaged.
* **Procedure**:
  1. **Report**: Report the lost or damaged badge to HR or Security immediately.
  2. **Request**: Submit a Badge Replacement Request Form to HR.
  3. **Pickup**: Collect the new badge from HR.

**4.2 Contractor and Visitor Badges**

**4.2.1 Issuance**

* **Description**: Temporary badges are issued to contractors and visitors.
* **Procedure**:
  1. **Request**: Facility Access Request Forms must be submitted in advance.
  2. **Issuance**: Badges are issued upon arrival at the facility.
  3. **Return**: Badges must be returned to the reception or Security upon departure.

### **5. Badge Security and Usage**

**5.1 Security**

* **Description**: Badges must be kept secure and used appropriately to prevent unauthorized access.
* **Guidelines**:
  + **Display**: Always display your badge visibly while on the premises.
  + **Transfer**: Do not transfer your badge to others. Each badge is linked to the individual it is issued to.

**5.2 Lost or Stolen Badges**

* **Procedure**:
  1. **Report**: Immediately report lost or stolen badges to HR or Security.
  2. **Replacement**: Follow the procedure for badge replacement as outlined in section 4.1.2.

**5.3 Access Control**

* **Description**: Ensure you use your badge only for authorized access and comply with facility access policies.
* **Guidelines**:
  + **Access Points**: Use your badge at designated access points.
  + **Unauthorized Access**: Report any security breaches or unauthorized access attempts to Security.

### **6. Contact Information**

**6.1 HR Department**

* **Role**: Manage badge issuance, replacement, and access requests.
* **Contact**:
  + **Name**: Susan Brown, HR Manager
  + **Phone**: (555) 234-5678
  + **Email**: hr@companyk.com

**6.2 Security Team**

* **Role**: Oversee access control and badge security.
* **Contact**:
  + **Name**: Mark Johnson, Security Lead
  + **Phone**: (555) 345-6789
  + **Email**: security@companyk.com

**6.3 Reception**

* **Role**: Assist with visitor registration and badge issuance.
* **Contact**:
  + **Name**: Laura Green, Receptionist
  + **Phone**: (555) 123-4567
  + **Email**: reception@companyk.com

### **7. Continuous Improvement**

**7.1 Feedback**

* **Surveys**: Provide feedback on facility access and badge management.
* **Suggestions**: Submit suggestions for improvements to hr@companyk.com or security@companyk.com.

**7.2 Review**

* **Updates**: Regularly review and update access and badge policies based on feedback and operational needs.