

ID Card Policy

'Name of the Company' guarantees the safety of the staff at work. We also believe that it is both the organization and the employees' joint efforts to create a safe working environment. We expect the employees to coordinate for the same purpose. One of the company's security measures is that all the employees wear their ID cards on the company premises.

Purpose

This policy describes the organization's security need for employees to wear Identity Cards (ID Cards) to ensure workplace safety.

Scope

This policy applies to all the permanent and probationary employees who are working in the organization presently.

It does not include the employees who have left the organization.

Provisions of the Policy

The employees will be issued an ID card at the time of joining the company.

The employee can collect their ID cards from ['Name of the Department/ Position of the Person.'](#)

The employees of ['Name of the Company'](#) shall wear their ID cards AT ALL TIMES in a visible manner when they are on the company premises.

This is a MANDATORY requirement.

The employees MUST show their ID card to the [Security/ Reception Staff](#) while entering the company premises.

The employees must refrain from permitting any other person (whether a company employee or not) to use the employee's card to enter the company premises.

Actions Against Failure to Follow the Provisions of the Policy

The employees who repeatedly fail to wear the ID card or declines to wear the ID cards are said to breach this policy's provisions and shall face disciplinary actions.

The managers/ superiors or the employees' colleagues are expected to remind the employees to wear the ID card if they are not wearing it.

The employee who lends his/her ID card to anyone else (whether they are an employee of the organization) to get an entry on the company premises shall face legal actions.

Lost or Stolen ID Card

Suppose the employee discovers that his/her ID card is stolen or lost; in that case, they MUST report the same to the '[Name of the Department/ Position of the Person](#)' immediately because this can be a threat to the organization's security.

If unreported, the employee shall be held responsible for all the activities undertaken using their ID card.

On receiving such reports, the organization must deactivate the ID card and order a replacement ID card for the employee.

The employee will be given the first replacement card for free.

Any further replacement for misplacing or losing the ID card will cause the employee to be charged rupees '[Amount](#)' for each substitution.

If any employee finds a lost ID card, they MUST return it to '[Name of the Department/ Position of the Person.](#)'