



Corporate Policy Manual

Sub Topic:	Security-Employee ID Badges	Policy No.	HR.8-04
Topic:	General	Employees Covered:	All Employees
Section:	Human Resources	Council Adoption Date:	
Effective Date:	November 11, 2002	Revision No: 001	Date: March 29, 2005

Policy Statement & Strategic Plan Linkages

The Town of Newmarket is committed to providing a safe and secure environment for Town employees, including educating employees, maintaining heightened security awareness in our workplace(s), and promoting a user-friendly environment for visitors to Town offices and facilities.

The Town recognizes that security consciousness is a necessity, but is mindful of the need to balance vigilance while maintaining the open, vital atmosphere that represents the various purposes of our facilities. The implementation of photo ID is one stage in the development of a security program.

Purpose

The success of a security program depends on awareness and its importance on the part of those who must carry it out. The Town of Newmarket is committed to the provision of appropriate security measures at all of its locations and to support and reinforce employee awareness and knowledge on matters of workplace security. The Town will:

- Institute and maintain a Photo-Identification Badge program for Town employees;
- Develop, maintain and review, as needed, a security program
- Promote and heighten visitor awareness of security, and ensure that visitors can readily identify staff when seeking assistance.

Definitions

Photo ID Badge

The photo ID system includes a signed photo identification badge that is to be worn with a lanyard, or attached with a clip, with the expectation that the ID is visible to other employees and/or visitors.

Photo ID Wearers

Photo ID wearers include permanent and contract employees who regularly perform work at Town locations.

Exempt Employees

Exempt employees may include summer camp employees, those employees who are readily identified by uniform, or at the Manager's discretion, employees' whose work may present a safety hazard such as entanglement.

Temporary/ Visitor ID Badges

ID Badges without a photo to be worn by individuals (usually not Town employees), who will be working/providing services on Town premises on a short-term basis.

Procedures

Responsibilities

Employees are responsible to:

- Wear their photo ID badge visibly displayed as instructed, or if exempted, and supplied with photo ID, ensure that it is readily available during work hours
- Be alert to the workplace environment including unusual activity, strangers in the workplace
- Be aware of security procedures, who to call, etc
- Offer assistance and/or give direction to individuals who are not normally in the workplace and do not present with a photo ID badge
- Be familiar with their unit's routine, i.e. deliveries, vendors, frequent visitors, and changes in workspace or common areas
- Return ID Badges, keys and Town property to their immediate Supervisor, or Human Resources prior to terminating employment.

Supervisors/Manager/Directors are responsible to:

- Inform and up-date employees on security matters, changes in security initiatives, ID badge requirements, etc
- Ensure that employees wear badges as required by the policy and use discretion to exempt employees where safety is a concern
- Post a list of exempt positions (safety hazard), within the Department and forward a copy to Human Resources
- Obtain a Temporary/Visitor ID badge from either Purchasing or Reception for an individual who is providing short-term services
- Be alert to the workplace environment including unusual activity, strangers in the workplace
- Ensure employees are informed of changes in their immediate workspace, new employees, external individuals who may be entering the work location, etc.
- Advise employees to return Town property, including ID badges, keys, etc prior to terminating employment.

Human Resources are responsible to:

- Provide photo ID badges for employees as approved in this policy
- Manage the photo ID System including the production of ID badges, e-file tracking and file management
- To provide training on security initiatives
- To develop the security program, including policies and procedures, to meet identified security needs
- To ensure that returned photo ID badges are marked as 'void' placed in the employee's personnel file.