



Badge Policy

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I. Purpose

To ensure the identification and security of UCP staff, as well as the security of clients and buildings where badges are required for access.

II. Policy

UCP provides badges to staff working in locations secured with a badge access system. It is the policy of UCP that employees are expected to have their badges in their possession when working. Badges can be used for identification purposes and also access to secure locations within the organization. It is at the discretion of each UCP department on whether badges are required to be visible on their department staff when working. Consideration will be given to client confidentiality as well as staff and client safety when determining whether ID badges are to be displayed while working.

It is imperative that UCP badges are safeguarded to the best of an employee's ability as these badges could be used for false identification or access to secure UCP areas. If a badge is misplaced or lost, employees are to immediately contact the front office at x200 so the badge can be disabled and replaced. An employee will be given further instructions for next steps in receiving a new badge at that time. If a badge is lost after hours, the employee should immediately notify their supervisor who can contact a member of senior leadership to have the badge disabled at that time.

Badge security access is set up on an individual basis. Staff should not share their badge and related access with other employees and never with anyone not employed by UCP. In the event that an employee forgets their badge, a temporary badge to use for access purposes can be obtained at the Front Office of the Administrative Suite at the Mount Hope location. The temporary badge must be returned at the end of the day. If an employee requiring access at a badge access site forgets their badge more than three (3) times in a month, a supervisor will be notified and will determine next step(s) in correcting the issue.

All badges must be returned on the last day of employment. It is the supervisor's responsibility to collect ID badges in addition to other UCP owned property. ID badges should be returned to the Front Office.

III. Procedure

All employees will have their photograph taken at Orientation to be used for their UCP badge. The badge will be issued within 48 business hours of Orientation.



Scott Tash, CEO



Date