

## BSWMCL Identification Badge Notification

Please review the following requirements for the use of BSWMCL Identification Badges:

1. Photo Identification Badges must be worn with the employee's picture visible at eye level (above the waist) at all times while representing BSWMCL during their scheduled shifts.
2. Lost badges should be reported to the HR Department in order to have another badge made. The charge for a lost Identification Badge is \$5.00 for each loss. The charge is not refundable in the event the card is found.
3. Employees with damaged badges should report to the HR Department to have their badge replaced, free of charge.
4. At the time of badge issuance, each employee will be asked to review his/her badge layout prior to printing. Please notify us at this time if anything needs to be corrected on the badge. If you do not notify us at this time and later request a change on your badge layout, you will be charged \$5.00.
5. In order for any employee to receive a company-sponsored discount, the employee must present his/her Identification Badge.
6. Changes & Terminations:
  - a. Employee must report to the HR Department to receive a new identification Badge when their name, department, or credentials change. Directors/Managers will need to submit a Personal Action Form (PAF) prior to issuance of a new Identification Badge.
  - b. All Identification Badges must be turned in to HR at the time of termination, prior to receipt of the employee's final paycheck.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_