


## Roosevelt General Hospital – Human Resources Policies

<b>SUBJECT:</b> Photo Identification Badges	<b>POLICY #:</b> HR #122
<b>DEPARTMENT:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 OF: 2
<b>APPROVED:</b> 	<b>EFFECTIVE:</b> 11/17/2003
<b>REVIEWED:</b> 02/20/2015; 02/01/2018	<b>REVISED:</b> 10/05/2011; 04/15/2013; 08/04/2014

### Purpose

The purpose of this policy is to ensure that all employees, students, volunteers, contractors, and vendors are properly identified at all times while on duty at Roosevelt General Hospital.

### Policy

It is the policy of Roosevelt General Hospital (Hospital and Clinics) that all employees, students, volunteers, contractors, and vendors are required to wear an RGH provided photo identification badge while on duty, identifying the individual's name and job title. Failure to adhere to this policy may lead to disciplinary action up to and including termination.

### Guidelines

To enable patients, employees and visitors the ability to readily recognize employees of Roosevelt General Hospital (RGH) (Hospital and Clinics), employees will be issued and required to wear photo identification badges. These badges are also used to properly identify personal during emergency situations and allow access to RGH facilities after hours. Employees are required to abide by the following guidelines:

- Identification badges must be worn at all times while on duty.
- Identification badges must be worn on the upper-half of the body, picture side out, right side up, and above the waist. Break-away lanyards are acceptable.
- The photograph, name and job title must be clearly visible in its entirety. Any objects that cover or interfere with the visibility of this information is not permissible. Badges must be legible and in good condition.
- Holes may not be placed on any part of the badge as this causes damage to the RFID within the badge.
- Identification badges are issued and assigned to each individual based on position, security level, and should be not shared or provided to other individual for access to unauthorized areas or security purposes.
- Employees may be requested to present their identification badges for access to the hospital in the event of an emergency.

- Administration reserves the right to confiscate any badges classified as lost, expired, or in the possession of an individual other than the person to whom the badge was originally issued.

### **Replacement Badges**

Replacement badges will be provided, at no additional cost, if an individual changes position, departments, or name. If an employee loses his/her badge, the employee will be required to pay a \$10.00 fee to cover the costs of the replacement badge at the time the replacement badge is requested.

### **Separation of Employment**

Employee identification badges are the property of RGH and are to be returned to their supervisor or Human Resource Department upon termination of employment.

### **Visitors**

Visitors of RGH; which include but are not limited to, contract personnel, volunteers, students and auxiliary will be required to wear a visitor's badge while on RGH property. Visitor's badges will be issued by the Human Resources Department or through designated departments.