

Employee badge policy template

Policy Number: _____

Effective Date: _____

Last Reviewed: _____

Approved By: _____

Applies To: All employees, contractors, and temporary staff

Purpose

This policy exists to keep our workplace safe for everyone — employees, visitors, and the people we serve. Employee ID badges are one of the simplest and most effective ways to maintain a secure environment, and we ask everyone to take them seriously.

Badge Issuance

New employees will receive their ID badge on or before their first day of work. Badges are issued by [HR / IT / Security — specify department] and require the following to be completed first:

- Signed offer letter and employment paperwork on file
- A current photo taken or submitted during onboarding
- Completion of any required security or access training

Badges remain the property of [Company Name] at all times.

Wearing Your Badge

We ask that all employees:

- Wear their badge visibly at all times while on company premises
- Display the badge above the waist, facing outward (clipped to a lanyard, shirt, or jacket)
- Not cover, alter, or obscure the badge in any way
- Not share, loan, or transfer their badge to another person — for any reason

Badges are personal. Even lending your badge to a colleague "just for a minute" creates a security gap that can have real consequences.

Access Levels

Badges are programmed with access permissions based on role and business need. Access to certain areas — server rooms, finance areas, executive floors, and similar spaces — is restricted and granted only when required for your job.

If you believe your access level is incorrect or you need temporary access to a restricted area, contact [Security / IT / HR] to request a review. Do not attempt to piggyback entry behind another employee.

Lost, Stolen, or Damaged Badges

If your badge is lost or stolen, report it immediately — same day if at all possible — to [Security / HR / IT]. Early reporting allows us to deactivate the badge before it can be misused.

To report a missing badge:

- Contact [department name] at [phone/email]
- Or submit a request through [internal system/portal]

A replacement badge will be issued within [X] business days. A replacement fee of [\$X] may apply for badges that are lost or damaged due to negligence. First replacements are typically provided at no charge.

Until your replacement badge is ready, check in with [Security / Reception] each day to receive a temporary visitor badge.

Visitors and Temporary Access

Visitors must check in at the front desk and wear a visitor badge for the duration of their visit. Employees who invite guests onto the premises are responsible for:

- Escorting their guest at all times
- Ensuring the visitor badge is returned upon departure
- Notifying reception if a visitor leaves unexpectedly

Temporary contractors and vendors working on-site for more than [X] days will be issued a temporary badge with a clear expiration date.

Off-Boarding and Badge Return

Employees who leave the company — whether voluntarily or involuntarily — must return their badge on their last day of employment.

Managers are responsible for collecting the badge during the off-boarding process and returning it to [HR / Security].

Failure to return a badge may result in a deduction from a final paycheck, to the extent permitted by applicable law.

Violations

Taking badge security seriously matters. The following are considered policy violations:

- Allowing another person to use your badge
- Propping open secured doors or enabling unauthorized entry
- Failing to report a lost or stolen badge promptly
- Tampering with badge equipment or access readers
- Wearing another person's badge

Violations may result in disciplinary action, up to and including termination, depending on the nature and severity of the incident.

Questions and Exceptions

If something in this policy is unclear, or if you have a legitimate need for an exception (such as a medical reason for not wearing a lanyard), please reach out to [HR / Security] directly. We're happy to work with you.

Contact name or department: _____

Email: _____

Phone: _____

Policy Acknowledgment

By accepting employment with [Company Name], all employees agree to comply with this policy. Employees may also be asked to sign a separate acknowledgment form confirming they have read and understood this policy.