

Hawkeye Area Community Action Program, Inc.	Policy # 252
Identification Badge	Page 1 of 1
	Effective: September 22, 2016
APPROVED BY: Board of Directors	Revised:

Policy Statement

As part of our employee identification and security system, a HACAP identification badge with your name, photo, and department will be issued to you as part of your new employee orientation. Everyone is required to wear their identification badge in plain view while in HACAP facilities or while performing HACAP work functions.

If your identification badge is lost or stolen, you must contact Human Resources to obtain a replacement badge within three working days. Failure to wear your badge or excessively lose or damage your badge can lead to disciplinary action.

Upon termination, employees will be required to return their identification badge to the Human Resources Department or their designee.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.