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Subject:	Photo I.D.	Date Approved:	April 7, 2010
Approved by:	Executive Director	Date Revised:	
Specific to:	All Staff and Volunteers	Next Review Date:	September 2017

POLICY:

The North Huron Family Health Team approved photo-identification badge is worn at all times by employees while at work. The badge must be worn on the front of your person, with picture visible to the public.

Directors/Managers are responsible for enforcement of the policy.

The photo-identification badge is the property of the Family Health Team, and must be surrendered on request or upon termination of employment.

When an Employee's name or classification changes, a new card will be issued free of charge by the NHFHT.

Employees are responsible for notifying the Executive Director immediately if an identification card has been lost, stolen or damaged. The charge for lost or damaged badges is levied against the badge holder.

When Emergency Preparedness plans are in effect, photo-identification badges must be worn when entering and exiting the property.