



Team Name: Human Resources	Reference Number: ORG.1510.PL.002
Team Lead: VP Human Resources	Program Area: Human Resources
Approved by: VP Human Resources	Policy Section: General
Issue Date: October 10 2014	Subject: Employee Identification
Review Date:	
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POLICY SUBJECT:

Employee Identification

PURPOSE:

Southern Health-Santé Sud provides all staff with photo identification badges (PIB) as a means of identifying staff, to ensure the safety of our clients, employees, students, medical staff and the public, and to secure the physical property and information of Southern Health-Santé Sud.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients
 Executive Limitation (EL-3) Treatment of Staff
 Executive Limitation (EL-7) Treatment of Assets

POLICY:

Southern Health-Santé Sud provides all staff with photo identification badges (PIB) as a means of identifying staff, to ensure the safety of our clients, employees, students, medical staff and the public, and to secure the physical property and information of Southern Health-Santé Sud.

Anyone who will be required to access Southern Health-Santé Sud locations as an employee, on a contractual basis, students, physicians and volunteers will be required to wear an identification badge, either one provided by their employer or one provided by Southern Health-Santé Sud. Employees will be required to wear their PIB as a condition of employment.

Directors/Managers/Supervisors (hereinafter Manager) will promote that PIBs are worn by employees while working.

PROCEDURE:

- A PIB will be issued to all new employees.
- Managers will ensure that an appointment with the site/program contact person for PIBs is scheduled during orientation for all new employees.
- The site/program contact person for PIBs, using the available digital camera set at the highest quality and backdrop material, will take a head and shoulder picture of the employee, leaving ½” of space at the top of the photo and save to shared drive, then fill a Photo ID Request form and submit to manager for approval.
- The information provided on titles, including translations, will be verified by Manager, then sent to Photo ID. The designated Photo ID employee will then create a PIB using the established template (Font: Tahoma 12

for the name and Tahoma 8 for the title, unless adjustments are required due to length) and forward it to the employee via interdepartmental mail within 10 working days.

- All employees are required to wear their PIB prominently at all times while at work to ensure they are easily identified by co-workers, patients, clients and visitors. If employees provide services at clients' homes or other external locations, the PIB must be prominently worn on outerwear.
- Employees are responsible for the PIB issued to them. In the event of the loss of the PIB, notify your Manager within 48 hours. Upon the Manager's approval a replacement PIB will be initiated.
- PIBs damaged in the course of employees' completion of their work duties or that are time-worn will be replaced at no cost at the discretion of the site contact person.
- Managers or the site contact person will ensure PIBs are collected/returned upon termination of employment. If the employee fails to return the PIB with security access, the Manager will undertake all action deemed appropriate to recover it including withholding final pay until PIB is returned.
- In order for staff to clearly and accurately represent themselves while performing the functions of their position the following information will be reflected on the PIB:
 - First and/or Last Name of Employee (Managers require both first and last name)
 - Option for larger print for PCH employees
 - Official Title including translation (some standards will exist e.g., Support Services will be used for Housekeeping, Laundry, Dietary due to the high volume of internal transfers within these departments)
 - Official title to be selected from the [Stationery Buddy](#)
 - Save picture to Photo ID drive by last name, first name, position title or location (i.e Smith, John, Bethesda Regional Health Centre, Maintenance)
- PIBs for bilingual employees in designated positions will have the "Je parle français" incorporated on the PIB. Bilingual employees in non-designated positions are encouraged to choose this option as well and can request it be added to their PIB, at their discretion.
- PIBs created for non-employees accessing Southern Health-Santé Sud sites will identify their status (e.g. contractor, volunteer, student, etc.)
- The health system emergency codes will be printed on the back of each PIB.

SUPPORTING DOCUMENTS:

[ORG.1510.PL.002.FORM.01](#)

Photo ID Request Form