335: Identification Badges

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Section: Human Resources
Subject: Identification Badges
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Policy Owner: Director of Human Resources

Policy

Massey Identification Badges will identify Massey Employees to customers and the public. ID Badges are to be worn at all times while representing Massey Services.

Service personnel are to wear badges in the left pocket of their shirt. Put the plastic holder in the pocket with the ID badge flap on the outside. Pull button on shirt through slot of the badge holder and button shirt as usual.

Sales and management personnel are to use the same method to display badge as the service personnel unless clothing will not accommodate flap type holders. Holder with clip may then be used, still worn on the left side.

Massey Id badges are to be issued to all personnel who will be in the presence of customers or the public during the course of their working day.

Procedure

Two pictures for the badges are to accompany personnel papers of new employees. A picture for the State PC/ID application is still necessary so three pictures total must accompany personnel papers.

Picture should:

1. Be color picture

2. Show a good shot of head and shoulders
3. Show employee in Massey uniform
4. Be shot against solid wall with light colored, flat background

Shown below is an example of the Badge. The employee's head and shoulders should fit in the window. To make sure the photo is of correct proportions, make a copy of this badge. Cut out the window and place badge copy over the picture to ensure the head and shoulders will fit properly in the window. **DO NOT CUT PICTURE. SEND WHOLE PICTURE TO CORPORATE**. Badges will be returned to the Service Center.



ID badges of existing employees should be returned to corporate with terminating ESF. Empty holders are to be kept in the center for replacement personnel.

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