

Identification Badges, Access Cards/Fobs Policy

1.0 Policy Statement

City of Mount Pearl employees shall wear identification badges, access cards and or fobs when working at City premises. This policy applies to all City of Mount Pearl employees.

2.0 Background

Proper identification and access helps to ensure a safe and secure workplace environment for City employees, as well as promoting efficient customer services to the public.

3.0 Purpose

To establish a Policy for the City of Mount Pearl which outlines a photo identification, building and access system that effectively and efficiently identifies any individuals who are employed by the City.

4.0 Guidelines

- a) Upon hiring, all employees will have their photo taken. Employees will be issued a photo identification badge bearing their name, photograph, position and department or a key fob.
- b) Human Resources will be responsible for the issuance of an identification badge (by Information Technology) to the employee as soon as possible following commencement of employment with the City. Departments will issue key fobs.
- c) Employees are required to wear their identification badge/name tag or carry their key fob at all times when on the City's premises.
- d) The employee identification badge/name tag and/or a key fob must not be altered in any way and must be worn in a manner in accordance with applicable health and safety legislation.
- e) Lost identification badges/name tags or fobs are to be immediately reported by the employee to their supervisor so that a replacement can be issued and their previous card/fob destroyed.


Employees issued clothing branded by the City on a uniform shall be excluded from wearing a Photo Identification Badge provided they are wearing their clothing/uniform.

5.0 Non-Compliance:

Any City employee who fails to wear the required identification badge/name tag while on the City's premises will be subject to discipline at the discretion of their respective Supervisor and/or Manager.

It shall be the responsibility of all employees of City of Mount Pearl to ensure that they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date