

Q204	IDENTIFICATION BADGE POLICY
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Identification Badge Policy

An identification badge must be presented by all employees of Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) when required to do so. Lifestyle Attendants/Support Workers are to present their identification badge to a Customer/Client when attending for the first time on shift or any other time when required. This is an important aspect of organisational security. Access to a Customer/Clients’s home may be refused if an identification badge is not presented.

This document complies with NDIS 2018, standard 2.2 Risk Management, 4.1 Safe Environment, and ACIS 2013, section 2.2 Risk Management, 4.3 Security of the Home. This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

Identification Badge is a plasticised badge with the Enhanced Lifestyles or Lifestyle Assistance and Accommodation Services logo. The identification badge will display the employee’s photograph and state their name, position title and will also include on the reverse side their qualifications and expiry dates.

Policy context: This policy relates to:	
Contractual obligations	Employee Contracts

Responsibilities

All employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service are responsible for:

- Keeping the identification badge in a safe place (purse or wallet) so that it can be presented when required
- Ensuring that the identification badge is easily read and not obscured
- Understanding that the identification badge remains the property of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service and is returned upon termination of employment or when a new identification badge is to be issued
- Providing appropriate identification when collecting a new or replacement identification badge
- Requesting the People and Culture for a replacement identification badge if the badge is more than five years old, lost or severely damaged

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- People and Culture are responsible for keeping requests for identification badges on individual employee files

Actions

- People and Culture will create an identification badge for all new employees including full name, position title and qualifications with expiry dates
- At induction, People and Culture will take a digital photograph and create the identification badge
- People and Culture will record in the employee's individual employee file the date the identification badge was created and provided to the employee