



## IDENTIFICATION BADGES POLICY

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Approval: D. Arnold, System Director, HR Operations  
Policy Initiated by: HR Shared Services  
Application: Enterprise

### PURPOSE

To outline the process for issuing, wearing, and updating identification badges for CHRISTUS Health Associates and Health Care Partners

### POLICY

CHRISTUS Health requires that all Associates wear issued photo identification badges at all times when on CHRISTUS Health property or business.

Identification badges are issued to all Associates upon hire as part of the Security Program. The identification badge bears the Associate's picture, first name, licensure status (if any), regional location, the staff position, and department on the face side; as appropriate.



Generally, Associates may request their "preferred" name on an identification badge, and may include up to three (3) licensures on the identification badge that are required by The Joint Commission and/or applicable State laws. Associates should consult their Manager for parameters which may be region specific.

### Placement and Use of Identification Badges

Badges must be worn at all times by all Associates when on duty. Badges must be pinned, clipped or hung on the outer garment, picture side out, right side up and above the waist. Badges must be legible and in good condition. Associates who fail to display their badge may be subject to disciplinary action up to and including termination.

Badges are non-transferable. Associates are prohibited from using another Associate's badge, or allowing another to use their badge. Similarly, Associates may not use their own identification badge to gain unauthorized or improper access to information, or CHRISTUS property. Associates who improperly use an identification badge, (regardless of ownership)

or allow others to use their badge in violation of this policy may be subject to disciplinary action up to and including termination.

### **Issuance, Replacement and Surrender of Identification Badges**

The local badge administrator is responsible for the issuance/replacement of identification badges. Associates should immediately notify his/her manager of a lost or stolen badge so that access may be terminated within the appropriate systems.

CHRISTUS Health charges \$10.00 to Associates to replace lost and damaged badges. Identification badges which are stolen or must be replaced due to name, position, or location change, wear and tear, or card defect will be replaced free of charge.

Identification badges are the sole property of CHRISTUS Health. CHRISTUS reserves the right to confiscate badges classified as lost, expired, or in possession of an individual other than the person to whom the badge is issued. Upon separation from CHRISTUS, Associates must surrender their badge to management. Management should ensure that a separating Associate's badge has been returned to their badge administrator and that access is terminated in the system immediately.