

Acadia Workforce, Inc.

ID Badge Policy

All Employees and Employee Candidates

As a vital part of of Acadia Workforce, Inc. an identification badge with your name, photo and title may be issued to you. The ID badge will identify you for entry into buildings and other secured areas as needed. All staff are required to wear an ID badge in plain view while working for Acadia Workforce, Inc. at any contracted facility. Your ID badge must be worn in a manner where your name and your title identifiable at a glance.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen Identification Badges should be reported to Acadia Workforce, Inc. as soon as possible. Failure to wear your ID badge, loss or damage to may lead to disciplinary action up to immediate termination.

A fee of \$25 will be assessed to replace a lost, stolen or damaged badge for replacement for all employees. ID badges that are replaced due to normal wear and tear will not be assessed a charge. Payroll deductions are the only acceptable method of payment.

You are required to submit a picture via email for your badge. Your image should be clear and your face should be easily identifiable. The image should be from the shoulders up against a light background. All pictures/images become property of Acadia Workforce, Inc.

Upon termination or employment separation, employee will be required to return ID badge to Human Resources via USPS at your own cost. You agree that your last paycheck will be withheld until all property including ID Badges be returned and received by Acadia Workforce, Inc.

Signature: _____ Date: _____

By signing my name above either digitally or manually, I certify that I have read understand and agree to comply with the policy. My signature certifies my understanding of the above policy and agreement with the above policy. I agree if I do not follow the policy this is cause for disciplinary action up to which may include immediate termination.