

Name Badge & ID Card Policy

Introduction

Gainsborough Town Council provides photographic ID badges for all staff and members as well as name badges for members only.

ID badges and name badges are provided to assist staff and members in being able to identify themselves to third parties when conducting formal Council business.

Ownership

The ID badges and name badges shall remain the property of Gainsborough Town Council at all times.

ID badges and name badges must be returned to the Council when the staff member or Council member ceases to be an employee or member of the Council.

Loss of ID/Name Badges

Staff or members who lose their ID badge may be required to pay for the cost of a replacement.

Any lost ID or name badges must be immediately reported to the Clerk to the Council.

Members and Staff Conduct

Members and staff have no lawful authority to use their ID badge in an attempt to pass themselves off as an employee or member of the Council after they legally cease to be a member or employee of the Council. To do so may be regarded as a criminal offence and could be held to be fraudulent. If the Council becomes aware of any such conduct the Clerk will immediately report the matter to the Police.

Employees

Employees of the Council are required to wear their ID badges at all times whilst conducting Council business. Persistent failure to do so may result in disciplinary action being taken.