

# ID Card & Name Badge Policy

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**Document History**

Adopted by Council – 4 December 2017  
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## **1. Introduction**

1.1 Gainsborough Town Council provides photographic ID cards for all employees and Members as well as name badges for Members only.

1.2 ID cards and name badges are provided to assist employees and Members in being able to identify themselves to third parties when conducting formal Council business.

## **2. Ownership**

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

2.2 ID card and name badges must be returned to the Council when the employee or Member ceases to be an employee or Member of the Council

## **3. Loss of ID Cards / Name Badges**

3.1 If employees or Members who lose their ID card may be required to pay for the cost of a replacement.

3.2 Any lost ID cards or name badges must be immediately reported to the Town Clerk.

## **4. Members and Staff Conduct**

4.1 Members and staff have no lawful authority to use their ID card in an attempt to pass themselves off as an employee or Member of the Council after they legally cease to be an employee or Member 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 Town Clerk will immediately report the matter to the Police.

## **5. Employees**

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

## **6. Declaration**

6.1 Please confirm that you have read and understood the above and now accept responsibility for your ID card.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_