

Brief	SMSA Express Trans. Co. Identification Cards (ID).
Purpose	To maximize the security of all employee and SMSA Express Trans. Co. property at all times.
Scope	This policy applies to all current and potential employees.
Responsibilities	<p>Employee responsibility:</p> <ul style="list-style-type: none"> • Ensure ID badge is worn at all times • Ensure ID badge is worn correctly to prevent damage/loss in the work environment (i.e. near machinery etc) • Report the loss of an ID badge to HR department immediately once identified • Return ID badge at termination • Return old ID badge upon receipt of a new ID badge • Notify HR department if any individual is not wearing an ID badge. <p>Management responsibility:</p> <ul style="list-style-type: none"> • Ensure that all information is accurate when completing and submitting an ID badge request form. • Recover and return all outstanding ID badges from all leavers. • Advise HR department to delete employee access to buildings when an employee has left or transferred to another location. • Recover old ID badges when new ID badges are issued. <p>HR/QRM responsibility:</p> <ul style="list-style-type: none"> • Issuing of ID badges to employees.
Guidelines	<p>Upon a new employee joining, HR officer to request necessary information including photographs and forward it to the HR- HO for issuance of employee ID.</p> <p>There is no charge for ID badges for new hires, rehires.</p> <p>Replacement badges for Lost/Stolen cards are charged at JOD 10.</p> <p>Replaced badges for damaged or name change cards where the worn card is not returned within two weeks, a charge of JOD 10 also applies.</p> <p>If the old card is returned on time, the new card is at no charge.</p> <p>If an employee leaving the company fails to hand over their ID card, 5 JOD will be charged.</p> <p>This policy forms part of the general company security policy for the company.</p>