

**Care At Home
Human Resources
Policy and Procedure**

Policy Title:	Employee Identification/Name Badge Policy		
Policy Number:	HR-005	Original Effective Date:	09/17/2001
Purpose:	To provide guidelines for presenting employee identification to clients by wearing name badges while at work.		

1. Policy:

All employees of Care At Home will wear a badge when working any and all shifts. All employee identification badges must include the staff member's photograph, full name, title and Care at Home contact information.

2. Procedure:

- 2.1. Care at Home will take a photo of all new hires and create a badge prior to the employee making their first client visit.
- 2.2. All employees must wear their employee identification badge to every visit.
- 2.3. If the employee identification badge is lost, the employee must report this to the office immediately so that a new badge can be created. Visits cannot be made until the new badge has been created.

3. Revision History:

REVISION DATE:	REVISION NOTES:
10/26/09	Updating policy for accuracy.
06/12/12	Updated to reflect current practice.