

ID Badges – Important information for Tenants

- All Tenants and their employees are required to wear their ID Badges visibly and at all times whilst on site.
- The ID Badge must only be used by the individual it was issued to.
- Employees **must not** 'loan' their ID Badge to anyone, under any circumstance.
- A Contractor/or temporary member of staff working for or on behalf of a tenant company, must report to Reception to sign in. The Contractor/ temporary member of staff will be issued with a Contractor ID Badge. It is the Tenant's responsibility to ensure that the contractor returns the ID Badge to Reception **before 4.45pm that day**, or once the work is complete. Failure to do so may result in the Tenant being charged £5.00 + VAT to replace the card.
- Employees must surrender their ID badge to their Manager or to main Reception upon leaving employment.
- It is the Tenant's responsibility to inform Reception immediately of an employee leaving and to return the card to Reception. Failure to do so may result in a charge of £5.00 + VAT to be recharged to the Tenant.
- A lost, stolen or misplaced card must be reported immediately to Reception. A replacement ID Badge will be issued as necessary and a record of the lost ID Badge noted. The cost of a replacement badge is £5.00 + VAT and will be recharged to the Tenant at the end of the month.
- If an employee has misplaced or forgotten their ID Badge, then a temporary badge **may be** issued for the day. This will need to be returned to Reception **by 4.45pm** on the day it was issued.
- The temporary card will allow access into the buildings for a **12 hour period only**. Failure to return the card to Reception by 4.45pm will result in the Tenant being re-charged £5.00 + VAT at the end of the month.

The Business Village@BarnsleyBIC Ltd – Wilthorpe