



## Policy on Issuance & Usage of Identity Cards

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### **Objective:**

Objective of this policy is to lay down the procedure for issuing identity cards and to lay down the related rules.

### **Purpose of issuing Identity Cards:**

Management envisages following purposes for issuing Identity Cards.

- To establish identity of all employees.
- To create a bond between company and the employee and to cultivate sense of belongingness and team spirit among all employees.
- To control and ensure entry at workplace only to authorized employees having valid identity card.
- To record entry and exit time of employee for attendance purpose.
- To regulate access to certain sensitive office areas and departments.
- To allow access to certain facilities such as: canteen/cafeteria, transport, library etc.
- To establish identity at clients/customers place.

### **Types of Identity Cards:**

- Full Time Employee
- Off Role Employee
- Contractual Employee.
- Trainee

### **Issue of Identity Cards:**

Single Identity Card in a prescribed design would be issued to each employee on joining, at company's cost . New identity card in exchange of old identity card may be issued by company after fixed intervals. In case of loss of or damage to I card another card will be issued to employee and cost of the card will be recovered from the employee.

Company will provide I Card Cover/Case, Clip, Cord etc. along with I Card to protect and display card properly.

### **Wearing of I card is Mandatory:**

It is mandatory to wear/display company Identity Card properly at the workplace all the time. Company may deny entry to employees not displaying I Cards. It is also mandatory to wear I Card at clients' / customers' / vendors' or any other premises, while on visit on behalf of company.

### **Penalty for not wearing Identity Card:**

It is expected from all the employees of the company that they will proudly wear/display I Cards all the time. Repeated / habitual failure to wear I Card will attract the penalty of Rs.50 on each occasion and HR Dept. has authority to recover such penalty/s from the salaries of employees, under intimation to concerned employee.

HR Dept. at it's discretion may either warn or penalize with Rs.50 to concerned employee considering the circumstances and frequency of such violations.

### **General Rules:**

1. HR Department is vested with the authority and responsibility as regards issuing of, I Cards and implementation of this policy.
2. I Card is a companies' property. It is mandatory to return the I Card to company at the time of separation from the company. Return of I Card will be recorded on the Clearance Form.
3. Each employee will be issued only single I Card at a time. Any employee wrongfully holding more than one I Card is liable to be penalized.
4. Each employee is responsible for safe keeping and preserving his/her I Card as it is. Any changes / alterations made on I Card by employee will be considered as forgery.
5. Each I Card is issued to a particular individual employee and it is not transferable. Exchange of I Cards, or Proxy Usage is not allowed and will be viewed very seriously.
6. Loss or robbery of I Card should be immediately reported to HR Dept. and concern employee will apply for another I Card thru prescribed form. This form will also include a undertaking stating that, old card will be returned to company in case it is found at later stage.
7. Security Staff is authorized to check I Cards of the employees at any place and will report violations to HR Dept. Security staff can also deny entry to employee not having I Card and later can give entry to such employee after establishing his/her identity, in consultation with HR Dept.
8. HR Dept. can issue Temporary I Cards as a stop-gap arrangement for a fixed temporary period till a proper I Card is made and issued.

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CEO & Managing Director  
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