

BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: (insert EMPLOYEE or CLIENT) INFORMATION

SUBMITTED BY: Andrea Bubel	DATE SUBMITTED: 1/22/2026	SECTION: Human Resources
BOARD APPROVED ON: 2/16/2026	DATE REVISED: xx/xx/xx	SUBJECT: Employee Photo Identification Badge Policy
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: xx/xx/xx	POLICY #: ED-052	PAGE #: 1 of 2

I. APPLICATION

This policy applies to all employees of Blue Water Developmental Housing, Inc., including full-time, part-time, contingent, supervisory, administrative, and clinical staff.

II. POLICY

Blue Water Developmental Housing, Inc. requires employees to maintain and use an official company-issued photo identification badge while performing job duties.

Employee identification badges serve the following purposes:

- Verifying employee identity
- Supporting residents' safety and rights
- Promoting professionalism
- Assisting partner agencies and external organizations, including medical offices, in confirming employment status
- Enhancing organizational security and accountability

Employees are responsible for safeguarding their issued badge and using it appropriately.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Human Resources

1. Issue photo identification badges to new employees.
2. Maintain badge issuance and return log.

Employee

3. Use the badge while on duty or representing the organization.
4. Safeguard the badge from loss, damage, or misuse.

Supervisors

5. Monitor compliance with badge usage requirements during regular operations.

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| Employee | 6. Report lost or stolen badge immediately to supervisor or Human Resources. |
| Human Resources | 7. Issue a replacement badge when notified of loss or damage. |
| Administrative Staff | 8. Collect \$7 replacement fee and document replacement in tracking log. |
| Supervisors | 9. Notify Human Resources of employee separation. |
| Employee | 10. Return badge on the last day of employment or at the time of exit. |
| Human Resources | 11. Verify badge return, update tracking log, and complete offboarding checklist. |