



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Staff ID Card Policy and Procedure

Document Management - Version Control

Staff ID Card Policy and Procedure Rationale/Driver for Review: Informal procedures have been in place since the launch of new building access procedures in July 2023. This new policy seeks to formalise these arrangements.				
Version	Author	Changes	MT Approved	Board Approved
1.0	R Hewton	New policy	4 June 2024	21 June 2024

1. Staff ID Card Policy

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board (“the Board”) recognises the value of its employees, and has a duty of care to all staff concerning their safety at work. Everybody has a responsibility to follow procedures in place for their safety.
- 1.2 In support of this, the Board operates a number of security measures to ensure that persons who access our offices have a proper reason to be present. One measure is the policy that staff wear their ID cards whilst in our buildings.
- 1.3 It is the policy of the Board that staff wear their ID card, in a visible manner, at all times when in or on Board property, and when on official business of the Board/Assessor/ERO. This is now a mandatory requirement.
- 1.4 Any member of staff who persistently fails to wear their ID card, or refuses to wear it without good reason, in contravention of this policy will be subject to disciplinary action in accordance with the Board’s disciplinary procedures.
- 1.5 The Board requires all staff to cooperate with this policy. Managers should remind staff of the requirement where staff are not wearing their ID card.

2. Staff ID Card Procedure

- 2.1 ID cards are issued to new staff upon taking up employment. Line Managers should obtain a suitable photograph from potential employees after appointment, which should be passed to the Secretary, to ensure a new badge is ready and available for the new employees first day. ID Cards will be issued with a branded lanyard and ID card holder which allows the card to be worn in a visible manner.
- 2.2 The ID card will allow staff access to our offices, during office hours. This is by way of a contactless reader at each external door.
- 2.3 Staff must never allow another person, irrespective of whether they are also Board staff, to use their card to enter our premises.
- 2.4 Staff who lose their ID Cards should report this to their line manager and the Secretary as soon as possible.
- 2.5 On receiving notification of a lost ID Card, the Secretary will immediately disable the card in the Board’s Door Control system.
- 2.6 The Secretary will arrange for a replacement ID Card as soon as practicable.

- 2.7 Repeat occurrences of loss of an ID Card by the same staff member may result in a charge for replacement being made.
- 2.8 When staff leave the employment of the Board they are required to return their ID card to their line manager.
- 2.9 The policy does makes it clear that any member of staff who persistently fails to wear their ID card, or refuses to wear it without good reason, or loans it to another person in contravention of this policy will be subject to disciplinary action in accordance with the Board’s disciplinary procedure. The expectation is, of course, that this will not be necessary and cases will be exceptional. Staff would only be called to a formal disciplinary hearing having failed to respond to earlier verbal warnings.
- 2.10 Contractors and Visitors to our premises will require to wear a Contractor/Visitor Card. There are kept at each reception area, and should be signed in and out in the visitor book.
- 2.11 If a staff member forgets their ID Card, they should sign out a Visitor Card for the day. This must be signed back in to reception by the end of the working day.

3. Equality Impact Assessment

Policy Name	Staff ID Card Policy and Procedure
EIA undertaken by	D. Rae
Stage 1 EQIA Screening	Yes
Stage 2 EQIA completed	No
* In no please provide rationale Policy applies equally to all employees and does not negatively impact on any group which falls within any of the 9 protected characteristics.	
Date	2 June 2024