
PICTURE IDENTIFICATION

Head Start of Washington County, Inc. will issue picture identification badges to all employees. Employees are to use the ID badges as necessary when representing HSWC, Inc. in the community or while conducting official agency business. Employees entering private residences or public facilities on agency business should wear the ID badges. Employees must adhere to the identification policies at the specific employment site.

New ID badges will be issued on an individual basis. If an employee's ID badge picture is not representative of their current appearance, a new badge will be issued. Employees will be responsible for the care and safekeeping of their ID badges. If an ID badge is lost or stolen, the employee should report this to their immediate supervisor and the Human Resource Manager. Lost ID badges will be replaced by the employee at a current cost of the replacement badge.

Picture ID badges are the property of HSWC, Inc. and must be returned to Human Resources upon termination of employment.