

Identification Badge and Access Card

Identification Badges and Access Cards remain the property of **Goodwind Development Corporation** and must be surrendered upon termination of employment. Identification Badges and Access Cards may not be handed, transferred or be used by anyone except the person to whom the badge or card is issued. The failure to follow this policy may result in discipline up to and including termination.

Your badge must be worn at all times while on the company premises, or when conducting business in work areas to which you are not regularly assigned. In the event an Identification Badge or Access Card is lost, damaged or not returned upon separation from the company, the cost will be the responsibility of the employee.

Revision #1

Created 23 April 2026 05:43:46 by Ellaine Aranas

Updated 23 April 2026 05:45:51 by Ellaine Aranas