Employee Badging Guidelines

Atwell Family of Companies

Atwell is issuing company identification badges to verify employee identity and help maintain a safe, secure, and professional work environment. These guidelines explain when and how to wear your badge, how to care for it and what to do if it's lost or damaged.

When to wear your badge

- **At an Atwell office:** Wear your badge while on company premises and at company-sponsored business events.
- **At a client location or jobsite:** Display your badge when permitted or required by the site. Follow all client identification, sign-in, and credential requirements. Wear any separate client or site credential as instructed.
- **While representing Atwell:** Wear your badge at work-related meetings, forums, or events when it is appropriate and safe to do so. Do not display it where doing so would conflict with a client rule or create a security or safety concern.

How to wear your badge

- **Keep it visible:** Wear the badge on your outer clothing, front facing outward and unobstructed, generally above the waist so your name, photo, and company identification can be seen.
- **Attach it securely:** Use the supplied clip or badge reel. Do not attach the badge in a way that interferes with required PPE or safe movement.
- **Protect it around equipment:** Do not wear a neck lanyard near rotating equipment, moving machinery, vehicle controls, or another snag hazard. Secure the badge with a clip or remove and store it safely when required by the task or site rules.
- **Resume display when safe:** If a task requires you to remove or cover the badge, keep it secure and display it again when the task is complete and it is safe to do so.

Badge care and security

- **Keep your badge with you:** Do not lend it, share it, or use another employee's badge. A badge identifies the person pictured and does not authorize access beyond the permissions separately granted to that person.
- **Keep it intact:** Do not alter, cover, copy, or attach unofficial labels or stickers to the badge. Contact your supervisor or HR if your name, photo, title, region, office, or company affiliation needs correction.
- **Store it securely:** When not wearing the badge, keep it in a secure place. If you find someone else's badge, give it to your supervisor, HR, or the Safety Department; do not keep or use it.

If your badge is lost or stolen

Report a lost or stolen badge promptly to your supervisor and the Safety Department. Include your name, company or affiliate, when and where you last had the badge.

If your badge is damaged or needs an update

Contact your supervisor or HR if the badge is cracked, unreadable, badly worn, or has outdated information or a photo that no longer identifies you. Do not attempt to repair or modify it. Your supervisor or HR can route the correction or replacement request to the Safety Department. Turn in the old badge when a replacement is issued or when Safety or HR requests it.

Replacement request steps

1. **Notify your supervisor or HR.** Describe whether the badge is lost, stolen, damaged, or needs updated information.

2. **Include the details needed to correct it.** Confirm your preferred name, company or affiliate, title, region, office, and whether a new photo is needed.
3. **Follow the Safety Department's instructions.** Safety coordinates badging production and distribution.
4. **Use the replacement and return the old badge.** Once the replacement arrives, check that the printed information is correct and return the old badge to your supervisor, HR, or Safety for secure handling.

When employment ends or your badge is no longer needed

Return your badge to your supervisor or HR when your employment ends or when HR or the Safety Department asks for it. Do not give it to another employee or discard it in a public place.

Who to contact

For a lost, stolen, damaged, or incorrect badge, start with your immediate supervisor or HR representative. They will route your request to the Safety Department, which owns the employee badging program and coordinates badge production and replacement.