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<b>Type:</b>	<a href="#">C – Institutional</a>	<b>Last Approved:</b> Mar. 27, 2008
<b>Executive Responsibility:</b>	Vice-President Administration & Finance	<b>Next Review:</b> Mar., 2013
<b>Administrative Responsibility:</b>	Director, Facilities Services & Campus Development	<b>Procedure:</b> <a href="#">44.13.001</a>

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STATEMENT:

It is the intent of Vancouver Island University to provide a safe working environment. Vancouver Island University employees with random, unrestricted access to buildings and facilities, other than their regular workplace, are required to wear either a “photo badge” or Employee Identification Card (E.I.C.) in a readily visible place on their person.

Towards this end, Vancouver Island University is committed to: ensuring the safety and security of work areas and personal space; increasing the accountability of employees, contractors and other persons moving about the institution performing authorized duties; giving employees a greater incentive to call attention to persons who may be acting suspiciously; and, encouraging employees to verify authority before allowing access to work areas and personal space.

Definitions:

Employee Identification Card (E.I.C.):	Contains a photograph with the employee’s name. It is issued at the time of hiring by the Photo ID Office.
ID:	An abbreviation that refers to Identification.
Photo Badge:	An identification card, similar to an E.I.C. card that is worn or readily displayed on a person that states only their name and department. Last names may be omitted from photo badges for personal security reasons.
Vendor:	Any contractor or invited service provider with access to campus facilities.
Vendor ID Card:	An identification (ID) card identifying the wearer as an employee of a vendor. The card is issued either by the employee’s company, or a temporary ID card is obtained from Facilities Services and Campus Development.