

# Wake Forest Baptist Medical Center Employee Identification

Effective: April 2011

## POLICY

It is the policy of Wake Forest Baptist Medical Center to require all Medical Center staff and faculty members to wear an organizationally issued identification badge during work time.

## SCOPE

Applies to Staff, Faculty

## GUIDELINES

Staff/faculty members must wear their identification badge while on duty at all times. Badges must be worn so that the picture and name are clearly visible. Badges should be worn above the waist; collar and shirt pocket heights are preferred.

The badge should be work unadorned; no pins, awards, or adhesive stickers of any kind may be worn on the badge. Lapel pins or other sharp objects should not be pushed through the badge. Doing so may disable the internal antenna, and the badge will not function.

### Related Links:

[Employee Identification \(ID Badge Procedure\)](#) – Emergency Communications Policy

### Responsible Department:

Human Resources

### Review Cycle:

3 years

### Approved By:



Cheryl E. H. Locke, Vice President and Chief Human Resources Officer