

## **Oberlin College's Identification Badge Policy**

Oberlin College contractors and their employees, agents, and subcontractors are required to wear Oberlin College identification badges at all times while working in or around campus buildings. Facilities Operations produces and administers Personnel Identification ID badges for its contractors. Contracted employees should wear distinctive company uniforms as approved IDs may not be required for outside work on campus. Employees of contracted firms must also follow all Oberlin College policies. The contractor is responsible for educating and policing employees. These college policies and rules include: safety, parking, smoking, demeanor/behavior, orientation and access to buildings.

Facility Operations and or Facility Planning and Construction Management must be aware of outside contractor and service vendors personnel locations and schedule at all times. Exceptions may be made if escorted by authorized college personnel.

The purpose of this policy is to facilitate security screening of personnel entering and working in the Oberlin College facilities.

If you have any questions about Oberlin College's *Identification Badge Policy*, contact the following office:

Facilities Operations 440-775-8445 [Facilops@oberlin.edu](mailto:Facilops@oberlin.edu)

### **Employees, Contractors, Visitors**

Wear approved identification badge, or uniform identifying company, in work places located on the grounds of Oberlin College and abide by the Oberlin College Identification Badge Policy.

### **Facilities Operations Office**

Obtains the names of all individuals (contractors and subcontractors) who will be working on the campus of Oberlin College before work begins and issues the appropriate number of badges to the Project Manager for distribution.

## **PROCEDURES**

### **General:**

A. The Facilities Operations Office (173 West Lorain Street, Service Building) shall issue personnel identification badges for Contractors working for both the FacOps and FP&C offices.

B. The identification badge must be worn on the person's clothing at or above the waist level and in such a fashion to be clearly visible to other employees and security personnel at all times.

C. The procedures set forth herein are effective at all times, including regular business access hours from 6 a.m. to 7 p.m., Monday through Friday.

Identification badges will be imprinted with the employee's name, their photograph, and the name of their employing company, buildings allowed access to, expiration date of the ID.



Workers who are discovered without a badge or uniform should be stopped, identified, and immediately reported to the Contractor, on-site supervisor of the project, and Facilities Operations Office for corrective action.