

POLICY NUMBER 31

POLICY TITLE:

POLICY ON THE IDENTIFICATION OF STAFF

WHO MUST ABIDE BY THIS POLICY?

Temporary Workers

THE PURPOSE OF THIS POLICY:

**To provide clear requirements for identifying staff as members of the employment
business**

POLICY CONTENT:
A24 Group ID Badge

<p>The card</p>	<ul style="list-style-type: none">• An A24 Group ID Badge will be issued to you once you have cleared our compliance process and annually thereafter. <p>It is essential that this card has the following attributes:</p> <ul style="list-style-type: none">• A clear identity photo• The name of the temporary worker• Tamper proof lamination• Expiry date• Professional registration if applicable
<p>Identification</p>	<p>The ID card needs to be worn appropriately at all times.</p> <ul style="list-style-type: none">• Identification may be requested by the client from any temporary worker prior to the commencement of a shift.• Clients are within their rights to not allow access unless they deem the identification satisfactory.• The client may also at any given time verify the identification of a temporary worker directly with the employment business. Temporary Workers must assist the client to do this, by for instance providing the appropriate telephone numbers.• This badge will be valid for 1 year. You will automatically be issued a new ID badge as your current one expires.• If you current badge becomes damaged or lost, you can request a new badge on your A24 Connect profile, or you can email id@a24group.com with your full name and address.• Alternatively you can call our compliance team on 0871 87 333 00.• Badges must be returned to us on termination of your registration with the employment business.

END OF POLICY