

Guidance note to Managers : Staff Identity Cards Policy

Introduction

The BBC has a duty of care to all staff concerning their safety at work. Everybody has a responsibility to follow procedures in place for their safety. In support of this the BBC operates a number of security measures to ensure that persons who access BBC buildings have a proper reason to be present. One measure is the BBC policy that staff wear their ID cards whilst on BBC premises. This policy came into effect in December 2007 and the policy statement below can be seen by staff in the myRisks pages on Gateway.

The Policy

It is the policy of the BBC that staff wear their ID card in a visible manner at all times while on BBC premises. This is now a mandatory requirement.

ID cards are issued to staff upon engagement and are available from the ID Units located at a number of BBC buildings. Staff are informed of their nearest ID Unit as part of the induction process. BBC lanyards are available from BBC Receptions.

On entering any BBC property staff must show their ID card to the reception staff or security personnel. In addition, where access control card readers are present, staff need to 'touch in' their card in order to pass through the security barrier.

Staff must never allow another person, irrespective of whether they are also BBC staff, to use their card to enter BBC premises

Any member of staff who persistently fails to wear their ID card, or refuses to wear it without good reason, in contravention of this policy will be subject to disciplinary action in accordance with the BBC's disciplinary procedure.

Staff who lose their ID Cards should report this to the ID Unit as soon as practicable and arrange for a replacement card.

When staff leave the BBC they are required to return their ID card to their line manager

Implementation

The BBC requires all staff to cooperate with this policy. Managers should remind staff of the requirement where staff are not wearing their ID card.

The policy does make it clear that any member of staff who persistently fails to wear their ID card, or refuses to wear it without good reason, or loans it to another person in contravention of this policy will be subject to disciplinary action in accordance with the BBC's disciplinary procedure. The expectation is, of course, that this will not be necessary and cases will be exceptional. Staff would only be called to a formal disciplinary hearing having failed to respond to earlier verbal warnings.

The policy was launched in December 2007. Staff might have taken time to get used to a new routine so NO sanctions were taken during the first four months. The aim was that this period would also give managers the opportunity to review and pass on to Security any issues which might have arisen at that time.