

STAFF IDENTIFICATION BADGE

The Academic Health Center and the Departments of Genetics, Cell Biology and Development and Biochemistry, Molecular Biology and Biophysics require all employees to wear, in a visible manner, a photo ID badge at all times while on University premises.

Each employee plays a vital role in creating a safe and secure environment for themselves, other employees, research laboratories, animals, and personal and University property including chemical and biological agents.

Please read and understand the following:

- You will be notified via email when your ID badge is ready. You will be asked to go to the U Card office in room G22 Coffman Union to obtain the Badge.
- The ID badge must be worn above the waist, on the front of you, so that the photo and name are readily visible by others.
- The ID badge is for your use only and shall not be loaned or transferred to anyone.
- Do not alter, deface, or duplicate the ID badge in any manner.
- Immediately report the loss of your ID badge to the department administrative office in room 6-155 Jackson.
- The ID Badge is University property and must be returned to the department administrative office or your manager when you terminate employment.