



# Badge Protocol Reminder – Visitors, Vendors, and Employees

## Visitors



- All visitors must sign in at the Reception area and **obtain a Visitor Badge**.
- Visitors must wear their badge at all times and be accompanied by an Employee Escort throughout their visit.
- Employees must receive approval from HR before bringing personal visitors into the facility. If HR is unavailable (for example, on weekends), visitors must check in with Security.
- If a visitor is unable to sign out, the Employee Escort is responsible for collecting the badge and promptly returning it to Reception, HR, or Security.

## Distributors & Vendors



- Distributors and vendors must **sign in and out with Reception**.
- An escort may not be required during their visit.
- Distributor and vendor badges are active only during approved hours, M–F and will be deactivated immediately if not returned after use.

## Employee Replacement Badges



- Employees who lose, forget, or damage their badge may obtain a replacement from Human Resources.
- Fees may apply if multiple replacements are requested.

If you are expecting a large group of visitors, you must notify HR/Security 24 hours in advance to address any badging, parking, or security concerns.

Thank you for helping us maintain a safe & secure workplace.