

Tender Care Medical Services, Inc.  
Policy & Procedures

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Title: Employee Identification

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Originating Department: Human Resources

Approved By: 

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**PURPOSE:**

To establish a policy for the proper use of employee identification badges for all full-time, part-time, PRN, Contract employees while on duty.

**POLICY:**

The Human Resources department will issue an identification badge to all new employees on their first day of work. This identification badge must be worn at all times while employees are on duty.

There may be a minimum charge for replacement badges.

Students, agency and contract personnel must have an identification badge issued by the Human Resources department after verification of identity.