

**RECEIPT AND ACKNOWLEDGMENT OF
SAFETY & SECURITY POLICY**

I understand that all employees will share the responsibility for safety and security of themselves, fellow employees, the public and guests, and maintain reasonable care when using County property.

Safety practices include, but are not limited to, the following: wearing proper safety and work apparel, using personal protective equipment, using well-maintained tools and equipment, maintaining familiarity and compliance with safety standards, adhering to reporting systems, wearing uniforms and ID badges at all times, closing and locking doors, files, desks, etc., reporting any suspicious activities and observing facility access procedures.

The Identification Badge Policy serves the dual purpose of readily identifying County employees and other authorized personnel, while providing measured protection against unauthorized personnel and intruders from entering designated secure work areas. The system is effective only if there is active cooperation and compliance by all employees at all times. Any laxity in compliance and enforcement subjects the entire system to failure.

The County requires appropriate display of employee Identification Badges at all times by all employees on any County work site, with an exception for law enforcement assignments that require anonymity. For the purpose of this Policy, employees include regular full time, regular part-time and temporary employees.

Each Employee is responsible for safeguarding his or her own Identification Badge, and must immediately report any lost Identification Badge to their supervisor.

Any employee that does not comply with this policy will be subject to disciplinary action.

The policies in this document apply to me, and I agree to read the document and follow it during my employment with the County. I further understand that it may be amended at any time. In that case, changes will be communicated to me.

I have received and understand the contents of this policy.

Employee Name (Printed)

Employee Signature

Date

Return to:

**Human Resources Department
1225 Pearl Street, Suite 201
Annex I
Beaumont, Texas 77701**