



Policy Name EMPLOYEE AND VOLUNTEER IDENTIFICATION		Policy Number: 1014
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Approved By: Management Committee	Drafted by: Director of Human Resources	Review Date:
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POLICY

In order to achieve a home-like atmosphere, uniforms are not worn by The Salvation Army Agapé Hospice staff.

PROCEDURE

1. Each employee and volunteer will wear a nametag and/or security identification tag when on duty.
2. When entering any Resident's room at the beginning of each shift, the employee or volunteer will introduce him/herself to the Resident and family.
3. Nametags and security tags for new employees or volunteers will be ordered by Employee Relations.
4. Lost or damaged nametags and security tags will be replaced at the employee's or volunteer's personal expense.