

**THE MISSISSIPPI LOTTERY CORPORATION
POLICIES AND PROCEDURES MANUAL
EMPLOYEE IDENTIFICATION BADGE POLICY**

PURPOSE

The purpose of this policy is to establish guidelines for the issuance of an access badge which serves as photo identification for all employees of The Mississippi Lottery Corporation (“MLC”). This effort is to provide a safe and secure workplace for all employees and to assist in protecting the assets located within the MLC facilities. It is designed to prevent unauthorized persons from accessing the MLC facilities and to account for those persons authorized to be on the premises in case of emergency.

POLICY

All employees will be issued a photo identification badge (ID) provided by the MLC Security department. Identification badges must be worn in a manner clearly visible to others. This badge also serves as keyless entry to the facility and provides access to secured and/or restricted areas. Employees forgetting or misplacing their identification badge will be issued a temporary badge by the Security Department after current employment status is verified. This policy is in accordance with the MLC policies and procedures and mandates employee badges must be visible at all times.

PROCEDURE

1. All employees of the MLC will be issued a photo ID upon hire. IDs will be imprinted with the employee’s name, photograph and department. If an employee’s name changes or the employee transfers to another department, a new ID must be issued.
2. Certain areas within the MLC facilities are restricted; also, after-hours access is restricted. Access will be granted based on position and job responsibilities.
3. Employees are responsible for safeguarding their own IDs. Any lost or damaged IDs should be reported immediately to the Security Department.
4. IDs must be worn on the employee’s clothing at or above the waist level and in such a fashion to be clearly visible to other employees and security personnel at all times. Security will provide clips or lanyards for each employee to wear their ID.
5. The ID shall not be defaced or altered with pins, stickers, decals, etc.
6. If an employee forgets his or her ID, the employee is required to contact the Security department at 601-487-1361. Security will ask the employee’s name and verify current employment status before allowing entry into the building. The employee will then proceed to the Security department to be issued a temporary day badge.

7. Lost IDs should be reported immediately to the Security department. A temporary day badge will be issued until a new replacement badge can be created.
8. Temporary day badges are only issued for one (1) business day. Temporary day badges will be returned to the Security department at the end of the employee's shift.
9. Upon an employee's departure from the MLC, the employee must turn in his or her ID to his or her manager, HR or the Security department.
10. The Security department will conduct an annual audit of all employee ID badges which will include department heads approving access to their respective secure areas.
11. Identification Card Holder responsibilities:
 - a. Do not lend your ID to anyone.
 - b. Do not leave your ID unattended at any time.
 - c. Do not allow unauthorized individuals into any secure area. This includes "piggybacking".
 - d. If an employee forgets their badge, they must follow the steps to check in with the Security department.
 - e. Do not allow access to any employee who does not have a badge.
 - f. Do not fold, bend or otherwise mutilate your ID.
 - g. Immediately notify the Security department of any difficulties or problems with your ID.
 - h. Immediately notify the Security department if your ID/badge is lost.