

RELOCATION POLICY

Guideline #	AD-101-G1	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

IDENTIFICATION CARD GUIDELINE:

1. FBSU employees are required to display their identification cards and make it visible when entering and/or working in the university premises.
2. Any employee refusing to show his/ her ID when requested will be subject to disciplinary action up to and including discharge from employment.
3. Any employee losing his/her ID card should notify HR department immediately. A fee may be charged to replace a lost card.
4. The ID card remains FBSU property and must be returned along with all other university property when an employee leaves employment at FBSU for any reason.