



Green State Innovation and Training Ltd

Identification Policy



1. Purpose

The purpose of this Identification Policy is to ensure the safety, security, and integrity of Green State Innovation and Training Ltd ("the Company"). As a small training provider, it is essential to verify the identity of all employees, learners, contractors, and visitors to protect our learning environment, prevent unauthorized access, and comply with regulatory requirements.

2. Scope

This policy applies to all employees, learners, contractors, and visitors who access the premises or participate in activities organized by Green State Innovation and Training Ltd. It covers the issuance, use, and management of identification (ID) cards and passes.

3. ID Types

Green State Innovation and Training Ltd issues the following types of identification:

1. **Employee ID Cards:** Provided to all employees, including full-time, part-time, and temporary staff. These cards feature the employee's name, photograph, and job title.
2. **Learner ID Cards:** Provided to all learners enrolled in our training programs. These cards display the learner's name, photograph, and course title.
3. **Visitor Passes:** Issued to visitors upon arrival, displaying their name, the purpose of their visit, and the name of their host.
4. **Contractor Passes:** Issued to contractors working on-site, showing their name, company, and the validity period of the pass.

4. Issuance of ID Cards and Passes

- **Employees and Learners:** ID cards are issued at the start of employment or enrollment. A government-issued photo ID (e.g., passport, driver's license) must be presented to verify identity.
- **Visitors:** Visitors must sign in at reception and present a photo ID. A visitor pass will be issued and must be worn visibly at all times.
- **Contractors:** Contractors must sign in and present valid ID before being issued a contractor pass, which must be returned upon project completion or at the end of each day.

5. Use of ID Cards and Passes

1. **Access Control:** ID cards and passes must be worn visibly at all times while on the premises. They are required for access to specific areas and services within the facility.
2. **Verification:** Staff may ask to verify ID cards or passes at any time. Learners must present their ID cards during exams, assessments, or when requested by staff.
3. **Non-Transferable:** ID cards and passes are personal and must not be shared, copied, or altered. Unauthorized use may result in disciplinary action or loss of access privileges.



6. Lost or Stolen ID Cards/Passes

- Lost or stolen ID cards or passes must be reported immediately to management.
- The lost or stolen ID will be deactivated, and a replacement will be issued.
- A fee may be charged for replacing lost or damaged ID cards.

7. Data Protection

Personal data used for ID cards and passes is handled in compliance with the Company's Data Protection Policy. Data will be securely stored and only used for identification and security purposes.

8. Review and Monitoring

This policy will be reviewed annually or as needed to ensure it remains relevant and effective. Compliance with the policy will be monitored, and necessary updates will be made in response to changes in the business environment or regulatory requirements.

Review Frequency	Annually
Date policy approved and adopted	August 2024
Policy agreed by	Directors
Date policy published	August 2024
Next review date	August 2026