

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

**WEARING OF CORPORATE IDENTIFICATION CARDS**

### NUMBER

**A1434B**

### DELEGATED AUTHORITY

**CITY MANAGER**

### DEPARTMENT

**CORPORATE SERVICES**

### STATEMENT

The City of Edmonton is committed to creating and maintaining a safe and secure environment for all employees. Visible Corporate Identification Cards will provide employees with a mechanism to identify people who are not authorized to be in semi-private and private locations within the City of Edmonton.

### PURPOSE

The purpose of this Directive is to ensure Corporate Identification Cards are worn by City Employees in all City of Edmonton facilities.

### APPLICATION

This Directive applies to any individual employed by the City of Edmonton that reports directly or indirectly to the City Manager or the City Auditor, along with those individuals employed/contracted by the City on a personal services agreement. Edmonton Transit employees who operate Transit buses or DATS buses are exempt from this Administrative Directive as long as they have their Edmonton Transit photo identification visibly displayed on their person while in City of Edmonton facilities.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Employee Code of Conduct A1100C

APPROVED: SIMON FARBROTHER

DATE: FEBRUARY 27, 2015

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