

6.1 Employee Identification Card Policy

Policy Statement

The Government of Nova Scotia is committed to providing a safe and secure work environment for its employees. The management and display of an employee identification card is one way to create a safer and more secure work environment.

Definitions

Employee - An employee as defined in the *Civil Service Act*; an employee as defined in the *Highway Workers Collective Bargaining Act*, or any other person directly employed by the Province of Nova Scotia.

Corporate Security - The unit within the Department of Service Nova Scotia and Internal Services responsible for the management and issuance of employee identification cards.

Identification Card - A standardized Province of Nova Scotia credential issued by Corporate Security. The identification card includes the employee's photo, name, card expiry date, and other information.

Workplace - Province of Nova Scotia property, buildings, facilities, work sites, vehicles and equipment owned, leased operated or otherwise controlled by the Province of Nova Scotia, and any other location where an employee is conducting their duties on behalf of the employer.

Policy Objectives

To help ensure a safe and secure work place by readily identifying government employees and by providing an identification card that is difficult to tamper with or duplicate.

To enable the public, government departments, and others to clearly recognize Nova Scotia government employees by means of an identification card.

Application

This policy applies to all employees as defined above.

Policy Directives

All government employees will be issued a standardized Government of Nova Scotia identification card.

All government employees must display a Government of Nova Scotia identification card while in the workplace.

Employee Identification cards will expire 5 years from date of issue, or at the end of the employment period for temporary employees.

All identification cards must be returned to Corporate Security by the Supervisor when the employee's employment period is completed.

Lost or stolen identification cards must be reported immediately to your Supervisor and Corporate Security.

Policy Guidelines

Requests for an employee identification card can be submitted to Corporate Security as soon as the new employee has been issued a network account. This item is part of the new employee onboarding process.

Replacement of lost/stolen or expiring identification cards can be made by contacting Corporate Security.

Accountability

Deputy heads are responsible for ensuring compliance with the requirements established by this policy for use of government identification cards.

Corporate Security is responsible for ensuring that employees are made aware of this policy and for complying with the policy.

Supervisors are responsible for ensuring that employees are made aware of this policy and for complying with the policy.

Employees are responsible for complying with the policy.

Monitoring

Departments, offices and agencies are responsible for complying with this policy.

Corporate Security will conduct audits to ascertain compliance by departments with this policy.

References

Public Service Act

Civil Service Act

Highway Workers Collective Bargaining Act

Enquiries

Corporate Security

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