



## GUIDELINES FOR IDENTITY BADGES PROVIDED BY EMPLOYERS

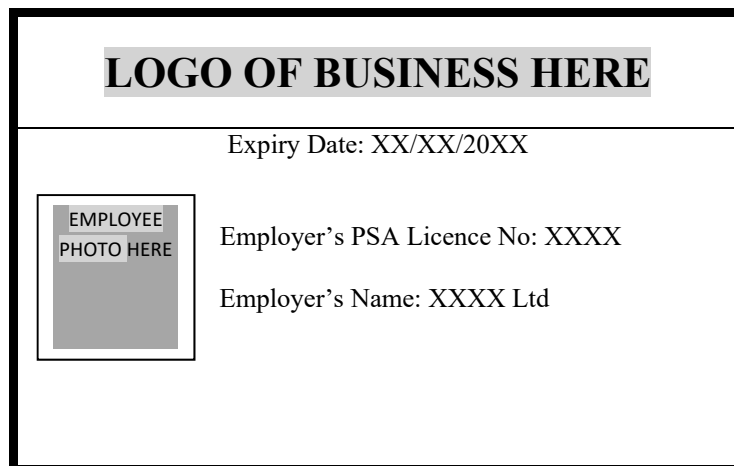
### 1. Introduction

PSA Standards require contractors to ensure that all employees have an identity badge, either issued by the PSA or issued by the contractor. In advance of relevant persons becoming subject to licensing employers will be required to issue ID badges to employees in the form of an organisation-issued badge. It should be noted that, for the purposes of PSA Standards, “employee” in this context includes any sole trader or director involved in operational work. This document sets out the criteria to be satisfied in the design of the organisation issued badge in Section 2 below.

### 2. Guidelines

- Minimum size of badge = 85mm wide and 55mm in height
- Background colour of the badge = white
- Text Colour on badge = black
- Material used to make badge = paper, cardboard or plastic
- Requirements for front of badge
  - Company logo
  - Licence number of the employer
  - Name of the employer
  - Colour photo of the employee of at least 30mm in height and 25mm in width
  - Photo must be full front view of the employee’s head, should be sharp and clear and taken against a white or light grey background
  - Sunglasses, tinted glasses or any eyewear which obscures a person’s eyes are not acceptable
  - Only head coverings worn for religious reasons are permitted and head coverings do not obscure the employee’s face

- Expiry date of identity badge. The expiry date cannot be later than three years after its issue to the individual
- The minimum height of all characters in the employer's licence number must be 5mm
- The badge must be carried by the employee at all times while performing their duties.



*Sample of Compliant ID Badge*