

Agreed Guidelines Introduction of Photo ID Building Access Cards

1. Introduction

The Royal Mail business policy is to provide all employees with photo ID access cards and whenever current access control systems become obsolete or need to be reviewed they will be replaced with a system that is compatible with Corporate 1000. The primary initial drivers behind this are:

- The heightened threat of terrorism activity.
- Commercial best practice and the expectations of our customers dictate the need for personalised ID which can be confirmed by phoning a central point.
- Photo ID badges could effectively replace the existing Front-line postal badges, at reduced cost.
- Provides the necessary security where the wearing of uniform is not mandatory.

The Corporate 100 system once installed will provide the photographic identity combined with a proximity/smart card element to allow access to the site. These agreed guidelines detail the arrangements to facilitate the introduction of this new system.

2. The Building Access Cards

All employees will be required to replace their current building access card with a new photo ID card. The photo ID cards are for building access purposes and to increase the security of the Royal Mail site.

- At the outset of the installation of the new system in a Unit all current employees will be required to complete the application form contained at Annex 1.
- The photo ID cards will carry the Forename and Surname and in addition a photograph of the employee. The card will also carry a barcode that will be read by proximity readers to allow access to authorised employees.
- No other information or personal details of employees will be contained on the card. If, in future, Royal Mail wishes to add any further information to the card or expand their use e.g. to allow drivers to draw fuel, this will be subject to separate discussions with the CWU at national level.
- The image and information supplied for the ID card will be stored on a secure database and will not be used for any reason other than the issues and retrieval of an Identity Card. Management of the database will be in accordance of the Data Protection Act.
- Photo ID building access cards will be issued to all employees within the Unit (both permanent and temporary contract holders) with the exception of casuals. Royal Mail will make separate arrangements for authorising/allowing access to the Unit for casuals.

- New employees and where individuals need ID cards to allow them to have access to neighbouring Units which they have to visit in the course of their duty will complete the application form at Annex 2.
- Royal Mail will ensure that a robust system is in place for the retrieval of or deactivation of photo ID cards where employees leave the business for whatever reason.

3. Wearing of Photo ID Cards in the Workplace

It is agreed there is no requirement for employees to display photo ID cards but whilst at work everyone must have on visual permanent display one or the other of the sides of the card in the holder provided in line with the terms of the Name Badge Agreement.

- The name badges will be supplied with a holder and chain or suitable clip.
- Employees will not be able to wear their card on a chain for Health and Safety reasons where they are working on machinery, performing driving duties or in a work area where it would be considered a risk.
- It is agreed, that on request, employees may have their Forename or commonly known Nickname (provided this is not offensive) only on the reverse of their card to allow them to display this rather than the photo ID.

4. Access to the Site for Emergency Services

The new control system will not limit the access to the Unit for emergency services.

5. Lost and Malfunctioning Cards

It is recognised that there will be an initial cost to the business to introduce the new photo ID cards/system therefore losses should be kept to a minimum and all employees have a responsibility to achieve this aim.

- Royal Mail will meet the full costs of the initial issue of photo ID cards.
- If a card subsequently malfunctions for any reason then this will be replaced at no cost to the employee.
- If an employee loses their card this will also normally be replaced by the business at no cost to the employee but the business may informally counsel an employee on the need to keep replacement cards secure.
- Where there is a delay in issuing the individual's replacement card Royal Mail will have an emergency access card for the employee to use.

6. Implementation/Review

The intention is that the Corporate 1000 system will be introduced on a phased basis as outlined in the introduction therefore the guidelines will become applicable as appropriate to the Unit. Both parties will monitor the introduction and formally review the guidelines jointly on a quarterly basis to see if any adjustments are required.

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