



January 14, 2011

MEMORANDUM FOR: ALL EMPLOYEES

SUBJECT: BADGES

All personnel are assigned an identification badge that must be worn during their official duty hours. All photo identification is to be displayed on the outer garment at all times while on duty.

Employee identification badges are intended to provide quick positive identification of the employee wearing the badge. In order to achieve this objective, it is necessary that the badges are visible, not turned backwards, or worn under aprons, jackets, or other articles.

Make your badge visible and worn with the picture out facing the observer. Also, make sure that your badge has a barcode. The barcodes are scanned to account for employees during emergency situations. If your badge does not have a barcode or if your barcode is unreadable, please contact your Supervisor.

The picture below illustrates the acceptable areas to display your identification badge.

A handwritten signature in cursive script, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager

