



ID Badge Policy

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1. General

1.1 Purpose

This practice provides information about various types of ID Badges and policies relating to GTE facility access and onto GTE property.

1.2 Supersedures

This practice supersedes and cancels:

- All policies, procedures, general instructions, letters, and memoranda which address this subject.
- Any document which provides information contrary to the information contained in this practice.

1. General, Continued

1.3 Responsibility

The GTE Employee & Asset Protection Department owns this policy.

1.4 Disclaimer

This practice was prepared solely for the use of GTE. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE's equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice might not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE has no liability (to the extent permitted by applicable law) for any consequential, incidental, special or punitive damages that might result.

This policy is not a contract of employment and must not be interpreted as creating a contract or guarantee of employment, either expressed or implied. Employees of GTE are employees at-will unless otherwise expressly stated in an applicable collective bargaining agreement. This means that both the employee and GTE have the choice of ending the employment relationship for any reason with or without notice.

2. Overview

2.1 Scope

This policy applies to all GTE domestic lines of business.

2.2 Definitions

The following table provides definitions for the acronyms and terms used in this practice.

| Acronym | Definition |
|---------------------|--|
| ID | Picture identification badge |
| SES | Service Express System |
| Visitor Badge | Red and white paper badge |
| Employee ID Badge | Blue and white picture badge |
| Contractor ID Badge | Green and white picture badge |
| T-Badge | Temporary badge; for one day use only. Use restricted to GTE employees. |
| GTE Host | Any GTE department, supervisor, or manager authorized to request ID and/or access control items on behalf of an employee or contractor. Also signs visitors in at GTE facilities and is responsible for escorting throughout the facility. |

(Continued)

2. Overview, Continued

| Acronym | Definition |
|----------------|--|
| Badging Office | Primary location for ID badge and access control card production. Located at the Hidden Ridge building in Irving, Texas (mailcode HQE01A63). Can be contacted by calling (972) 718-7926 or (972) 718-6017. |
| SCC | Security Communication Center |

3. Badge Types and Definitions

3.1 Employee Badge

Employees of GTE are required to obtain a laminated photo ID badge by completing an ID/Building Access Request Form from the Badging Office. The Badging Office can be reached by dialing (972) 718-7926 or (972) 718-6017.

GTE employees may be asked to produce an ID badge before gaining entrance into a facility. Badges are to be worn above waist on the outermost clothing at all times. Picture and name must be immediately visible.

3.2 Outsourced and Temporary Contractors

Companies outside of GTE that perform specific services for GTE (food services, fitness center, janitorial, maintenance, etc.). Outsourced and temporary staff personnel are required to wear green and white contractor badges that designate the employing vendor, which has been approved by GTE Contract Management. ID requests need to be submitted by the GTE host department. Outsourced contractors are required to obtain ID badge renewal annually from the GTE host and submit to the Badging Office. A GTE supervisor or manager must reauthorize the ID badge every six (6) months for persons employed by temporary staffing agencies.

3.3 T-Badges

GTE employees who forget, lose or misplace their ID/access badges may obtain a temporary badge (T-Badge). T-Badges are designed for use one day at a time and must be returned prior to exiting the facility. T-Badges are for GTE employee use only.

3.4 Visitor Badges

Visitors are defined as persons not employed by GTE or company personnel accessing a facility that do not reside within the building. Employees are asked to show their blue and white ID badge when signing in with the Receptionist and/or Security Officer. Non-GTE guests are required to wear a red and white paper visitor badge while on GTE property.

NOTE: A badged employee must escort non-GTE visitors at all times while on GTE property. In addition, the visitor is to be walked to the exit and signed out by either a GTE employee or the designated host prior to exiting the facility.

3. Badge Types and Definitions, Continued

3.5 Retiree Badges

GTE retired personnel are not issued photo ID badges or access cards. The retiree is asked to follow the established protocol observed by visitors or guests at GTE facilities. If the retiree is to be performing employed duties (contractor and/or consultant), they are required to request ID badge and/or building access through the same procedures as other contracted personnel.

3.6 Collocator Badges

All employees, agents and contractors of a Collocation company (a company that physically collocates or interconnects its equipment in GTE central offices pursuant to the rules of the FCC Order 99-48) must wear a picture ID badge issued by the Collocation company at all times while on GTE property.

4. Obtaining An ID Badge

4.1 Requests for ID Badges

The sponsoring supervisor or manager must fill out and sign the Request for ID/Access form or the Request for ID form. To obtain the form or more information, please contact the Hidden Ridge Badging Office at (972) 718-6017 or (972) 718-7926. Regional sites should request form number 90016654 out of the SES to receive the preaddressed, formatted envelope that can be forwarded, along with a photo of the employee/contractor, to the Hidden Ridge Badging Office for production.

NOTE: Failure to complete the form legibly or in its entirety may cause delays in production of the ID badge and thus affect the turnaround time for delivery.

4.2 Replacement of ID Badges

ID badges can be reproduced in such cases as deterioration, loss, name change, etc. A request for ID Badge form must be completed in its entirety and submitted to the Badging Office.

5. Recovery of ID Badges

5.1 Employee Transfers

GTE Supervisors or Managers are to retrieve/recover and return ID badges and access cards of employees transferring from one GTE business unit to another. The new supervisor or manager must fill out the Request for ID/Access Authorization as they would for a newly hired employee. The employee's information will be updated each time an authorization is requested with current, defined access needs and new business unit/departmental information.

5.2 Employee Terminations and Separations

ID and access cards of persons leaving the employ of GTE are to be retrieved/recovered prior to their departure from the facility. Per GTE Employee Relations Separation/Termination Checklist the supervisor and/or manager is to return ID badges and facility access cards via intracompany mail to the Hidden Ridge Badging Office (Mailcode HQE01A03).

5. Recovery of ID Badges, Continued

5.3 Temporary and Outsourced Personnel

It is preferred that the GTE host or a member of the resident Security Staff recover ID badges and/or access cards of persons leaving an assignment with GTE. In the event that this is not possible, the GTE host is responsible for contacting the employing agency and requesting the immediate return of the ID badge and/or access card.

6. ID Challenges

For the safety of all persons housed in GTE facilities and property therein, employees are asked to actively look for ID on persons entering company workspace, to inquire if the person is employed by GTE and if they need assistance.

Employees that encounter non-badged individuals in GTE workspace are encouraged to greet the individual with an offer of assistance to direct them to their destination or locate the GTE host. If necessary, employees should escort the person in question to the main building entrance for processing. The Receptionist or Security Officer obtains authorization and provides proper badging based on verified needs.