

Imagicaaworld Entertainment Limited			Display of Identity Cards
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DISPLAY OF IDENTITY CARDS

INTRODUCTION

Imagicaaworld Entertainment Ltd expects its employees (including temporary, agency, interim, and contractor or consultant staff) to bear the responsibility to act as Ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the display of Identity Cards and the policy related to the same.

IDENTIFICATION

Employees should wear or carry their identity card whilst carrying out their duties. The ID card is issued for identification, attendance and security purpose. The ID card is non-transferable and should be surrendered on cessation of employment. The ID card is to be used for recording attendance and must be produced on demand to the Security / any authorised official of the Company. Recording of Attendance (in and out) has to be done by swiping the card on the Access Panel and confirming the same biometrically. Loss of card must be immediately reported to the Human Resources and Security Department.

ACCESS CONTROL

The ID card also serves as Access to the Park under norms as laid down:

- **BLUE** : Access to all areas
- **GREEN** : Access to Admin Building only
- **BROWN** : Access to Parking area only

In case access to Park has to be allowed to Green/Brown pass holders; the employee has to get an approval from his HOD with clearance from Security Head/SrManager. The same has to be carried by the employee during access to other areas of the Park.

Dear Security,	
Please grant access to Mr/Ms _____ Emp No _____ Access Card No. _____ for Park/Admin building on _____ (date)	
_____ Signature of HOD	----- Security Head

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HR Manual	00	22 Apr 2013	

ISSUANCE OF ID CARDS

Initial issue of ID (Access) Cards shall be done by HR.

In case of loss of ID Card; once intimated to Security, the Security shall inform HR in writing for re-issuance of ID Card.

LOSS OF ID CARD

In case of Loss of ID Card:

- Immediately inform Security and Human Resources (HR) Orally and in Writing
- Replacement of Card shall be done at a cost of INR 500/- payable by the employee
- If the Card is lost for the second time; the same shall be replaced at INR 1000/- payable by the employee
