

What's the big deal if...



...I lend my ID/Access card to a colleague?

Why it is a big deal
<ul style="list-style-type: none">You will be held responsible as the owner of the ID/Access card if an incident occurs (e.g. loss of the card, access to restricted areas)
Scenario
Your co-worker Phil forgot his ID/Access card and knows that you're going to a two-hour meeting off-site. He asks to borrow your card. What should you do?
Possible actions (vote on the correct answer)
<ul style="list-style-type: none">Option 1: Refuse because your card is for your use onlyOption 2: Give Phil your ID/Access card and grab it when you get backOption 3: Tell Phil to ask another colleague
Explanation
<ul style="list-style-type: none">Option 1 is the correct optionBy not lending your ID/Access card you are respecting the privileges and use of the card assigned to you
Key take-aways
<ul style="list-style-type: none">You must never lend your ID/Access card to anyoneYou must wear your ID/Access card so it is visible – each day, all day long - while at workIf you forget your ID/Access card, tell your manager/team leader who will make temporary arrangements for youIf you lose your card or if it is stolen, immediately advise your manager/team leader, and complete the Security Incident Report
More information
<ul style="list-style-type: none">Physical Security