



# GE Aviation/ GE Edison Works Badge Control Standard

Issue Date: 04 August 2021

## **Purpose**

To define the proper care and disposition of badges issued by GE Aviation and GE Edison Works.

## **Scope**

This standard applies to all GE Aviation and GE Edison Works facilities, in owned or leased buildings, and all persons issued a badge by Global Security.

This standard fulfills and supplements Procedure SECU-152, Global Work Site Access.

## **Policy and Procedure Guidance**

All GE Aviation and GE Edison Works employees and visitors granted site access will:

1. Protect their personal GE-issued photo ID badge, and any other items that authorize or allow access. Access permissions are granted on an individual basis and cannot be shared or given to another person.
2. Report lost or stolen badges immediately to the visitor's sponsor, site security, employee's manager, Site Security Leader, Compliance Leader, or the Global Security Hotline (+1 513 243 2100).

## **Sponsor Requirements**

Sponsors are responsible for completing the exit process for long-term visitors (Non-GE Aviation persons) when they are permanently departing a GE Aviation or GE Edison Works facility. Badges that are not recovered should be reported to the site security team.

## **Responsibility**

Employees and visitors are responsible for protecting their GE Security Photo Identification Badge.

1. Visitors should not share or allow anyone to use their photo ID badge.
2. Ensure their photo ID badge in a safe location to preclude theft or use of badge by others when not in use.
3. Immediately report any badge that cannot be located to site security, so access can be deactivated.

## **Separated Persons**

1. Badges must be returned to Security upon end of assignment.
2. Sponsors should complete the Separation Checklist.
3. End of Assignment occurs when access is no longer needed regardless of expiration date of badge.

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