

VING Card Appropriate Usage Policy

A. Scope and Purpose

The Archdiocese of Vancouver is dedicated to ensuring the safety and security of its personnel, visitors and facility. All card holders (employees, volunteers, and clergy) share in this responsibility and must ensure VING cards [“cards”] are used properly in accordance with this policy.

B. Policy Statement

All cards issued are the responsibility of the card holder, and it is important that all cards are used as intended and secured at all times with the utmost care. The card holder to whom the card is issued to must ensure:

- The security of his/her card at all times.
- That he/she does not loan his/her card to other personnel or visitors.
- If the card has been lost, stolen or misplaced it must be reported to the Office of Human Resources immediately, so the lost card can be cancelled and a new card will be issued.
- If a temporary card is required, the card holder must see the Office of Human Resources to sign out a temporary card.
- That there are no identifiers on the card indicating the identity of the card holder, the Archdiocese, or the John Paul II Pastoral Centre (e.g. name, address, holy pictures, etc.).
- If the card is kept on a lanyard, please ensure the lanyard is plain and cannot easily be identified with the Pastoral Centre. Plain lanyards can be obtained from the Human Resources Office.

C. Procedures

1. Issuing a card to a new card holder:

A VING Card Request Form¹ must be submitted to the Office of Human Resources 24 hours before the card is required for a new card holder. All new card holders must be approved by the Director of Human Resources.

2. Updating a card holder's access:

A VING Card Request Form must be submitted to the Office of Human Resources in order for the card to be reprogrammed. The card holder's direct supervisor must sign off on the request when offices, storage lockers, or secure rooms are requested.

3. Lost, stolen or misplaced cards:

¹ This form is available on the RCAF Intranet, in the Human Resources section, under the Form tab.



Card holders must immediately notify the Human Resources Office when their card has been lost, stolen or misplaced. The card will be cancelled and a new card issued. If the misplaced card is later found it must be returned to the Office of Human Resources.

4. For temporary cards:

If a card holder has left his/her card in a secure place and needs a temporary card for the day he/she must see the Office of Human Resources. A temporary card will be signed out by the card holder and must be returned by the end of that work day. Note: Temporary cards cannot give the card holder access to the network printers.

5. When a card holder goes on leave:

To mitigate the risk of the card holder misplacing his/her card while on leave, the card must be handed into the Office of Human Resources on the last day of work. The card will be temporarily cancelled and will be reprogrammed on the card holder's return to work.

D. Breach of Policy

An employee's breach of this policy shall be grounds for disciplinary action up to and including dismissal.

E. Compliance

By my signature below, I affirm that I have read, understood and agree to comply with the VING Card Appropriate Usage Policy Statement.

Employee Name	Signature	YYYY	MM	DD

For volunteers, interns, students and other non-paid workers:

By my signature below, I affirm that I have read, understood and agree to comply with the VING Card Appropriate Usage Policy Statement.

Name	Signature	YYYY	MM	DD

Approved: 2017-August-11

Memorial of St. Clare of Assisi

**† J. Michael Miller, CSB
Archbishop of Vancouver**