

EMPLOYEE BADGE HOLDER AGREEMENT

NAME (please print) _____

____ - ____ - ____ Employee ID # (if applicable) _____

As part of your employment with our company, you have been issued an airport security ID badge. Under Airport Ordinance 117, Subdivision 3.9, airport-issued personal identification badges are the property of the Metropolitan Airports Commission and must be returned to the airport upon revocation, suspension, ending of employment at the airport or upon demand of the Commission.

It is vital to airport security that badges are returned immediately upon termination of employment at MSP.

- Upon ending of employment, I agree that I will IMMEDIATELY return my security ID badge to my supervisor or directly to the Airport Badging Office.
- I understand that a receipt will be issued to me showing that the badge has been returned to a company representative.
- I understand that it is against the law for me to fail to return my security ID badge upon ending of employment.

PLEASE NOTE

In addition, if your badge is lost or stolen, you must IMMEDIATELY report this to the Airport Badging Office and your immediate supervisor.

Signature _____

Date _____

Original to Personnel File