**RESPONSIBILITIES OF AN ID PASS HOLDER**

**DISPLAYING OF ID PASSES**

Members of staff must clearly display on their outer garment their ID Pass at all times whilst on duty in the Critical Part of the Security Restricted Area.

**SECURITY CONTROL**

Members of staff are liable at any time, anywhere within the boundaries of AGS Airports Ltd, to be challenged, questioned and asked to prove their identity by Glasgow Airport or Control Authorities.

ID passes must be shown on demand to, and could be confiscated by Glasgow Airport Security, Control Authorities or anybody responsible for Health & Safety, or securing an area within the boundaries of Glasgow Airport. Confiscated passes will be returned to the Glasgow Airport ID Centre, where it will be considered the removal or return of the pass, and whether any further action is required will be ascertained.

Threats, verbal abuse or acts of violence to Glasgow Airport Security staff or any of its agents whilst carrying out their duties will not be tolerated and may result in Police intervention.

Any member of staff found to be responsible for acts of vandalism at Glasgow Airport or contravening Airport Byelaws will have his/her pass removed.

**UNAUTHORISED ACCESS**

Under no circumstances should any member of staff seek access to the Critical Part of the Restricted Area when not on duty or without his/her ID Pass.

Members of staff must be aware that when travelling as passengers they are only permitted to enter or exit the Critical Part of the Restricted Area via the approved passenger routes. Staff must not wear their ID Pass when travelling.

**SECURITY RESPONSIBILITIES**

The responsibilities of Security ID Pass Holders are:

* To contribute to Airport Security by reporting any breaches of access, unattended, prohibited or dangerous articles and/or anything suspicious to Glasgow Airport Security staff or the Police
* To report the lost of an ID Pass immediately to the sponsoring company and Glasgow Airport Security
* To safeguard their ID Pass and account for its use
* Not to intentionally damage, deface or misuse their ID Pass
* To ensure that the ID Pass details are correct and the photograph reflects their current appearance

**CRIMINAL CHARGES AND CONVICTIONS**

Within 14 days of any conviction for a disqualifying offence ID Pass Holders must notify their employer of the conviction. Failure to do so will be a disciplinary offence and will be dealt with in accordance with the employing company's disciplinary procedures.

**Please note that if an ID Pass holder loses, misuses, defaces or fails to display their ID card as required, they may be subject to disciplinary action under the pass holder's terms of employment.**

The ID Pass remains Glasgow Airport property and must be returned to the Glasgow Airport ID Centre upon demand or cessation of employment.

**(For any questions, please refer to the current ID Pass Application Standard available at** [**www.glasgowairport.com/idcentre**](http://www.glasgowairport.com/idcentre) **)**