

11.23 Company Safes

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to utilize a safe at various sites to protect various valuables and assets.

Procedure:

Combination of the safes will be limited to:

Administrative Safe: CEO/President, Director of Finance and Financial Specialist.

Retail Safe: Retail Director, Retail Coordinator and Retail Manager

Used Car Lot: Used Car Lot Supervisor and Director of Retail

Transportation: Transportation and Facilities Supervisor and Director of Safety & Security

Contents of each safe will be limited to organization documents of a sensitive nature, monies and other valuables.

All safes will remain locked at all times and located in a secure area. Safes should be installed in a manner to prevent their removal.

Requests for access to a safe outside of regular business hours should be directed to the appropriate person as listed above.