

12.16 Benevolence Policy

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. in the event of a death within the organization, to show respect and support by sending an arrangement of flowers to the appropriate location.

Procedure:

The total cost of an arrangement shall not exceed \$50.00. This policy will apply only to the death of an employee, immediate family member of the employee or Board member. Immediate family includes the employee's parent, stepparent, spouse, child or sibling.

In the event of the death of someone other than the above, Licking/Knox Goodwill Industries, Inc. may provide an alternative showing of support such as a card signed by Licking/Knox Goodwill Industries employees.

It will be the responsibility of the Marketing Department to coordinate the appropriate gesture of support.

Greeting cards shall be made available for employees to send get-well wishes to hospitalized co-workers.