

14.04 Security Inspections

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain the right to inspect any storage device located on its premises for illegal drugs, alcohol, firearms, explosives, or other prohibited materials.

Procedure:

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of Licking/Knox Goodwill Industries, Inc. Any authorized representative of Licking/Knox Goodwill Industries, Inc. may inspect any storage device as well as any article found within a storage device at any time, with or without prior notice.

Licking/Knox Goodwill Industries, Inc. prohibits the unauthorized possession of property belonging to the organization, its employees, visitors, participants and customers. Authorized representatives of Licking/Knox Goodwill Industries, Inc. may inspect not only desks and lockers, but also persons entering or leaving the premises, their packages or belongings. Any employee or participant who wishes to avoid inspection of certain articles or materials is cautioned not to bring such items onto Licking/Knox Goodwill Industries, Inc. or customer property.

Employee/Participant's Printed Name: _____

Employee/Participant's Signature: _____

Date: _____ Supervisor's Name: _____