

15.23 Employee Automotive Services

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide to all employees the opportunity to access the automotive services of the Licking Knox Goodwill Industries, Inc. Transportation Department.

Procedure:

Repair services will be offered as time allows and follow guidelines and procedures established by the Transportation Department for auto repair:

- At least twenty-four hour notice must be given to the Transportation Department. Appointments must be scheduled by an administrative staff member. Employees will regularly receive notification of services offered. Employees will sign a Repair Authorization form prior to the commencement of services and receive documentation as to all work performed.
- A completed sales order will be provided to the employee upon completion of the service.
- All service must be paid in full before the vehicle will be released back to the employee.