

## **17. 37 Donations of Firearms and Medications**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. not to accept donations of firearms or medications of any kind.

### Procedure:

Firearms include, but are not limited to, rifles, pistols, shotguns, B-B guns, air rifles, air pistols, ammunition or ordnance of any kind. Medications include both prescription and over-the-counter products.

Donations of any of the above-mentioned items should be politely refused. If an employee discovers that any of the above-mentioned items have been donated, they should immediately notify their supervisor.

Managers shall notify the Director of Facilities, the CEO/President, Director of Retail or the Transportation and Facilities Supervisor to make arrangements for the immediate removal of firearms, ordnance, or medications. Until removed, firearms, ordnance, or medications must be locked in the manager's office. The Director of Facilities will dispose of all firearms and ordnance in compliance with local law. The Director of Facilities will deliver all donated medications to the nearest pharmacy.