

### **3.20 Return of Property**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide employees with materials and equipment in order that they may perform their jobs more easily and effectively.

Procedure:

All materials and equipment will be acknowledged and signed for by the employee and appropriate supervisor at the time of issuance. Employees must immediately return Licking/Knox Goodwill Industries, Inc. property upon request from the proper authority. Upon resignation or termination, all materials and equipment must be returned to Licking/Knox Goodwill Industries, Inc.

As permitted by applicable law, Licking/Knox Goodwill Industries, Inc. may withhold from the employee's pay the cost of any items that are not returned when requested or required. Licking/Knox Goodwill Industries, Inc. may also take any action deemed necessary and appropriate to recover or protect its property.