

## **7.17 Barring of Individuals from Facilities**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to reserve the right to bar individuals from its facilities whose actions have violated Licking/Knox Goodwill Industries, Inc. policy and procedures or whose actions are deemed detrimental to Goodwill's business function and the fulfillment of its mission.

### Procedure:

Employees, ex-employees, volunteers, persons placed from external or internal agencies or programs, customers, or other individuals who have violated Licking/Knox Goodwill Industries, Inc. policy and procedures or whose actions are detrimental to Licking/Knox Goodwill Industries Inc., may be barred from one or multiple Licking/Knox Goodwill Industries Inc. facilities by Goodwill management.

- The nature of an individual's actions and the direct effect of those actions on business functions and mission fulfillment shall be reviewed by management when considering the barring of an individual and the length of time an individual is barred from any Licking/Knox Goodwill Industries Inc. property.
- The Licking/Knox Goodwill Industries "Barred from Property Notice/ Notice of Criminal Trespass" form must be completed for any individual being barred from any Licking/Knox Goodwill Industries Inc. property/s.
- The Licking/Knox Goodwill Industries Inc. "Barred from Property Notice / Notice of Criminal Trespass" form will be given to the barred party in person or mailed via Certified U.S. Mail with return receipt when an address is available.
- Licking/Knox Goodwill Industries Inc. will maintain the original of the completed form.
- The Director of Facilities shall be advised of any individual being barred before or immediately following the time of issuance.
- All retail store managers or other appropriate staff shall be notified immediately upon the issuance of the "Barred from Property Notice/Notice of Criminal Trespass" notification. A log shall be maintained in each store or applicable worksite containing the names of the individuals barred. This log shall remain confidential and secured in the manager's office. Management has direct authority to contact the local police department to insure the safety and security of the store/worksite, customers and employees.

### Employees / Ex-Employees / Volunteers/ Placements from agencies or programs

The Director of Facilities, in conjunction with appropriate management staff which may include one or more of the following: CEO/President, divisional director, Director of Human Resources, and manager (where appropriate), will review all pertinent facts and approve or disapprove the barring from its facilities of any employee, ex-employee, volunteer, or person placed from an internal or external agency or program.

Customers / Others

The Director of Facilities, in conjunction with appropriate management staff, which may include one or more of the following: CEO/President, divisional director, Director of Human Resources, manager (where appropriate), will review all pertinent facts and approve or disapprove the barring from its facilities of any customer or any other individual who is not an employee, ex-employee, volunteer, or person placed through an internal or external agency or program.