

## **8.02 Personal Information**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to keep accurate and updated personnel records for all employees.

Procedure:

It is the responsibility of each employee to promptly notify the Licking/Knox Goodwill Industries, Inc. Human Resource Department of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.