

## **8.09 Personal Medications at the Worksite**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that its employees and participants assume total responsibility for any personal medication which may be brought to its facilities or worksites.

### Procedure:

- Licking/Knox Goodwill Industries, Inc. will not handle or store any medications for employees or other persons served
- Employees, clients or volunteers are responsible for administering their own medications
- Medications must be secured in personal lockers, desks, etc., or kept on one's person.
- Medications may not be stored in areas that are easily accessible to other employees, participants, volunteers or customers (such as break room refrigerators.)

Refer to Section VII of the Licking/Knox Goodwill Industries, Inc. Drug-Free Workplace Program for further restrictions concerning the use of legal drugs in the workplace.

Failure to follow this policy may result in disciplinary action up to and including termination.