

**BENCO  
Personnel Manual**


**EQUAL OPPORTUNITY**

Benco is an equal opportunity employer. Benco recruits, hires, and promotes all employees, on the basis of qualifications and competence as related to the requirements of the position.

Applicants and employees will not be discriminated against on the basis of race, color, age, religion, marital status, national origin, sex, disability or sexual orientation. Discrimination or retaliation against an employee or individual who makes a good faith abuse report to state or county authorities or participates in an abuse investigation or proceeding is prohibited.

Employment of relatives is permitted, however when considering employment placement, Benco would prefer to place family and/or significant others in separate programs within the organization. Such situations will be resolved on a case-by-case basis.

All employees are required to provide legal verification of their right to work in the United States within 3 days of their date of hire. Failure to provide this information may result in termination.

Approved By:   
Julie Hansen, Benco Board President

Date: 7/21/22