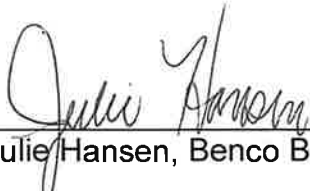


**BENCO
Personnel Manual**

PERSONAL PROPERTY

Employees are asked to keep their personal property either locked up in the provided area or on their person. It is strongly recommended that employees not lend or allow their personal property to be used by the residents or co-workers of any Benco program. Benco will not assume responsibility for loss or damage to an employee's property. Employees may not give residents money or buy residents gifts, food, etc. with their own money.

Approved By: _____


Julie Hansen, Benco Board President

Date: _____

