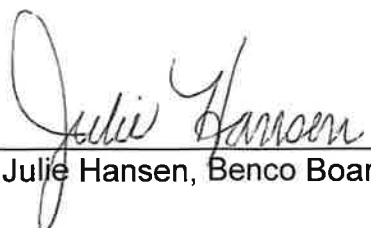


**BENCO  
Personnel Manual**

**FAMILY/FRIENDS AT WORK**

Family and friends are generally not permitted during the employee's regular working hours. On occasion, family can be permitted to accompany an employee to work for short periods of time, if previous approval has been obtained from the Executive Director, or in an emergency situation.

Approved By:   
Julie Hansen, Benco Board President

Date: 9/26/23