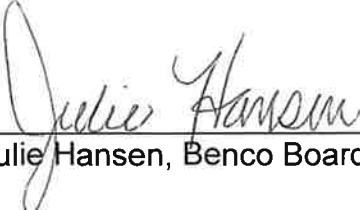


**BENCO  
Personnel Manual**

**PETS AT WORK**

Benco does not allow pets at work. If an employee would like to bring a pet to visit for a short period of time (5 to 10 minutes) the employee must have prior approval from the Executive Director. The employee must provide proof of up-to-date vaccinations and the animal must not be aggressive in any way. The Executive Director will determine if the animal is deemed aggressive.

Approved By:   
Julie Hansen, Benco Board President

Date: 6/20/24