FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

PERSONAL EFFECTS - EMPLOYEE</td><td></td><td>POLICY NO: HR-029</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
PERSONAL EFFECTS - EMPLOYEE
HR03-370</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
</table>

POLICY:
To ensure safety of employee's personal belongings.

PROCEDURE:
Employee must assume responsibility for their personal effects while at work or on work premises.

Employee should not bring unnecessary personal effects to work.

Agency permission is required for employee to use personal equipment for work purposes. Employees are expected to use personal effects of a type suitable and commensurate with the employment environment.

The Executive Director will authorize fair reimbursement where the loss or damage is not covered by the employee's personal insurance.