

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:

Honesty in the Workplace

Chapter:

Effective Date:

7/1/1992

Revision Date:

11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. Each year people yield to the temptation and opportunities for theft. Whether the employee took something from the residence for him/herself, left work before quitting time, or used facility equipment or supplies for personal reasons, the act is employee theft and the consequences are the same.
2. The consequences of employee theft are severe and include the loss of employment and prosecution.
3. If you accept employment with Keystone you will always be bound by Honesty as a condition of your employment

DISCUSSION: