



Valuables/Personal Policy

Policy: It is the policy of VNI that employees, staff members, and visitors are discouraged from bringing in any items of significant value. This includes apple watches, cash, wallets, purses, jewelry, or other items that would not normally be taken to a work environment as a health care professional.

Staff, students, employees, and visitors are at their own risk when they bring valuable items into the school. The school has provided lockers which are in the classroom and locks students can check out for the day to secure any items they need to secure.

If a student, employee, staff member, or visitor leaves items out, it is at their own risk.

Procedure:

1. The School Director will orient staff upon hire and students regarding this policy.
2. A copy of the policy will be posted in the orientation canvas and on the school website under the disclosures tab.
3. The school will not replace or be responsible for lost or stolen items.

I _____ understand this policy.
Printed First and Last Name

Signature

Date