

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 507 – Work Searches**

**1. Policies**

- a. To safeguard the property of our employees, our visitors, and the Partnership for Children of Cumberland County, Inc. (PFC), and to help prevent the unlawful possession, manufacture, sale, distribution and use of illegal or controlled drugs on PFC's premises, in keeping with the spirit and intent of PFC's drug-free workplace policy, PFC reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any vehicles, packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from PFC's property.
- b. All searches will be at the direction of the President or Chief Financial Officer.
- c. In addition, PFC reserves the right to search any employee's office, desk, files, computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, and so forth, are the property of PFC and are issued for the use of employees only during their employment with PFC. Inspections may be conducted at any time at the discretion of PFC.
- d. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be referred immediately to the President or Chief Financial Officer and be subject to disciplinary action up to and including termination of employment if on investigation they are found to be in violation of PFC's security procedures or any other PFC rules and regulations.
- e. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to remain on the premises.