

Policy Number: 02.041

Policy Title: Security Inspections

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Security Inspections

Antioch College wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Antioch College prohibits the possession, transfer, sale, or use of such materials on its premises. Antioch College requires the cooperation of all employees in administering this policy.

While on Antioch College premises, employees have no expectation of privacy in their belongings or in workplace areas which include, but are not limited to, offices, cubicles, work locations, Company provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in Company operations, and any personal belongings on or in any of the above.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Antioch College. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Antioch College at any time, either with or without prior notice.

Antioch College likewise wishes to discourage theft or unauthorized possession of the property of employees, Antioch College, visitors, and customers. To facilitate enforcement of this policy, Antioch College or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Antioch College's premises.