



To: Employees of A Clear Path

From: Regina

Date: June 24, 2019

Under no circumstances will ACP Employees remove any property for personal or financial gain, within these parameters:

- Property belongs to ACP Clients*
- Including but not limited to: paper goods, furniture, copper wiring, appliances, metals, clothing, jewelry, cash, home decor, art, personal effects, electronics, etc.*
- Regardless of eventual disposition of property (trash or donation).*

Violators are subject to immediate dismissal, upon which a police report will be filed. Please review the attached statement (which we will review in detail at our Friday staff meeting) and sign below indicating that you read the statement.

NAME _____ *SIGN HERE* _____

DATE _____