

**14.2 WORKPLACE SEARCHES POLICY**

Vanguard Academy reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school property. In addition, Vanguard Academy reserves the right to search any employee's office, desk, physical and digital files/computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth, are the property of the school and are issued for the use of employees only during their employment with Vanguard Academy. Inspections may be conducted at any time at the discretion of the Director and/or Board of Directors.

Violation of this policy, through refusal to cooperate, can result in disciplinary action up to and including termination.

Approved: 08/15/2015