

5.17 PEOPLE SERVED PERSONAL FUNDS POLICY

Whenever BACI employees manage or have access to the personal funds of people we serve, BACI expects and will hold the employees accountable to act in a responsible and honest manner (as per the Abuse Policy, BACI's Code of Ethics and other applicable policies).

Before allowing employees access to the individuals' funds, BACI will:

- Obtain consent from the individual to allow BACI staff to manage their personal funds; and
- Ensure that staff are aware of and compliant with all applicable procedures managing the individuals' funds.