

Use Of Company Property.

Introduction

This policy outlines our rules on the use of company property. It applies to company property that staff have borrowed or been given to use while they are working for us.

The policy covers only the use of physical property. The use of intellectual property such as company data is outside the scope of this policy.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to employees, workers, contractors, volunteers, interns and apprentices.

Allocation of company property

While you are working for us you may be given access to company property, including but not limited to:

- mobile phones.
- Documents, books
- hardware.
- office equipment, keys
- security passes.
- Tools.
- credit cards; and
- any other property belonging to the organisation likely to be given to staff.

We ask you to be mindful that all company property that has been provided to you while you are working for us remains our property.

Care of company property

You are responsible for the safeguarding of all company property that is in your possession, and you must ensure that:

- you take good care of it.
- it is not used by anyone outside the organisation.

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- it is not modified.
- it is not used to carry out any illegal activities or activities that might bring us into disrepute.
- it is not lost or damaged; and
- it is not removed from our premises, unless this is authorised by your line manager/the HR department in advance.

We recognise that some wear and tear of company property is inevitable.

Security of company property

You are also responsible for the security of all company property that is in your possession, and you must ensure that:

- you take reasonable steps to ensure that it is not misplaced or stolen.
- no one else has access to it.
- it is not left unattended on public transport or in a parked car; and
- laptops and other devices are password always protected.

All valuable or important items of company property that you leave at the workplace must be properly secured at the end of your working day. You should have access to secure drawers/lockers. If you do not, please request this from your line manager.

Your responsibility if items are lost, stolen or damaged.

Any company property that is lost, stolen or damaged while in your possession must be reported to your line manager/the HR department immediately.

Consequences of damage or misuse of company property

Any deliberate or negligent damage to company property will not be tolerated and will be treated as a disciplinary offence. If we find that an individual has misused company property, this will also be treated as a disciplinary offence and will be dealt with under our disciplinary procedure.

Return of company property

On the termination of your employment, you will be required to return all company property provided by us. This will normally be on your last day at work, unless otherwise requested by your line manager/the HR department.

Unreturned company property

If you fail to return any company property by the required date, the corresponding amount (based on the value of the property at the time that the item is not returned) will be deducted from your final salary payment. Alternatively, we may contact the police and/or issue civil proceedings for breach of contract and/or trespass to goods.

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