

HR07 Employer Property Policy

Purpose

The purpose of this Policy is to outline the conditions under which property owned by the Organisation is provided to employees. The Policy outlines the responsibilities of employees in possession of Employer Property and the expectations of the Organisation with respect to the use of the Employer property by employees.

Application of Policy

This Policy applies to all employees who use Employer Property.

Definitions

“Employer Property” includes all forms of property of the Organisation, including tangible property (such as tools and equipment) and intangible property (such as intellectual property).

Obligations of Employees

To the extent that the obligation is relevant to the type of Employer Property being used, each employee must:

- use Employer Property only for the purpose for which it was designed;
- take good care of Employer Property and ensure it is properly maintained and serviced as directed;
- ensure that the Employer Property is used in accordance with any relevant operating instructions or procedures;
- refrain from modifying Employer Property without prior written approval from the Organisation;
- obtain prior written permission from the Organisation if the employee wishes to use the Employer Property for non-work purposes (e.g. personal use);
- not remove Employer Property from the Organisation’s premises or designated storage places without the permission of the relevant manager or supervisor;
- not deliberately damage Employer Property;
- not place Employer Property in circumstances where it could be stolen or damaged;
- Complete equipment register for use.

Employees issued with Employer Property will be required to complete an Employee Asset Form to acknowledge the property they are responsible for.

Return of Property

On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all Employer Property immediately, as listed on the Employee Asset Form.

Damage to Property

If any damage occurs to any property owned by the Organisation as a result of:

- an employee's serious and wilful misconduct;
- criminal activity;
- a breach of the obligations outlined in this Policy; or
- the employee using the property for a non-work related purpose without the consent of the Organisation;

The Organisation may require the employee to reimburse the value of any loss or damage to the Organisation or a third party caused by the employee.

FBA Premises

Security

Employees are responsible for the equipment and documentation associated with their work area. When leaving work at the end of the day, employees should check the premises and ensure that all entrances are securely locked and the alarm system is armed (where applicable).

Car Park

Staff are not provided with designated car parks, unless included as part of the employment contract. The Organisation will not be held liable for loss or damage to an employee's vehicle parked in the Organisation's Car park.

Keys and after-hours access

It is the employee's responsibility to ensure their keys are kept safely, employees may be responsible for the expense of replacement keys.

Employees are provided with keys to the workplace (where applicable) upon commencement of their employment. Persons other than those with work responsibilities have no necessity to enter the workplace from the time of finishing work one day to commencing work the next. FBA understands that employees have need on occasion to undertake work outside of normal business hours. Each employee must exercise appropriate care with regard to the security of the premises and their personal safety when working outside normal hours.