



Employer Property Policy

This Employer Property Policy applies to all Employees of the business.

The objective of the policy is to establish guidelines for the appropriate use of company property provided to employees.

The requirement is for all staff to comply with Employer Property Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines for the appropriate use, maintenance, and protection of company property provided to employees of Sydney Drafting Concepts and Designs. This policy aims to ensure that employees are aware of their responsibilities towards company property and to prevent loss, damage, and misuse of resources.

Objective

The objectives of this policy are:

- To ensure that all employees understand their responsibilities in regard to company property.
- To maintain accurate records of company property assigned to employees.
- To promote the efficient use and maintenance of company property to minimise costs and extend the life of resources.
- To encourage employees to treat company property with respect and report any damage, loss, or theft immediately.
- To recover company property from employees who leave the company or reassign it as necessary.

Policy Requirements

- 1. Assignment of property:**
 - a. Company property, such as computers, mobile devices, office equipment, vehicles, and other resources, shall be assigned to employees based on their job requirements and the discretion of their supervisor or manager.
 - b. Employees must sign a Property Acknowledgment Form upon receiving company property, confirming their understanding of the policies and responsibilities associated with its use.
- 2. Use of company property:**
 - a. Employees are expected to use company property for work-related purposes only, unless otherwise authorised by their supervisor or manager. Company property must not be used for personal gain or any illegal activities.
 - a. Employees must follow all applicable safety guidelines and procedures when using company property.
- 3. Maintenance and care:**
 - a. Employees are responsible for maintaining company property in good working condition, including regular cleaning and inspection.
 - b. Employees must report any damage, malfunction, or required repairs to their supervisor or manager immediately.
 - c. Employees may be held financially responsible for any loss or damage caused by their negligence or misuse of company property.



4. Return of company property:

- a. Employees must return all company property when their employment ends, or upon request by their supervisor or manager.
- b. Employees who fail to return company property may face legal action and/or be required to reimburse the company for the replacement value of the property.

5. Reporting loss, damage or theft:

- a. Employees must report any loss, damage, or theft of company property to their supervisor or manager as soon as possible.
- b. Employees may be required to assist in the investigation of any loss, damage, or theft.
- c. If the loss, damage, or theft is due to an employee's negligence or failure to follow company policies, the employee may be held financially responsible.

By adhering to the Employer Property Policy, Sydney Drafting Concepts and Designs aims to create a responsible and efficient work environment, ensuring the proper use and care of valuable company resources.

Director is responsible for communicating the Employer Property Policy to all persons working for or on behalf of the organisation and making it available to interested parties.