

STAFF USE OF SOCIETY PROPERTY

BPE 5

INTENT

Employees will treat all the Society’s property with respect.

POLICY

Staff, students or volunteers required to use or operate organizational equipment or property in the course of their employment/volunteer activities must do so in a safe and responsible way.

PROCEDURE

1. It is the responsibility of all employees, students and volunteers to report damage, loss or theft of the Society’s property immediately upon discovery to the supervisor.
2. Abuse, neglect or theft of Society equipment or property may be grounds for discipline up to and including termination of employment. Any employee, student or volunteer found to be neglectful or callous in the operation of equipment shall be held responsible and may be liable for costs associated to repair or replace equipment.
3. Personal use of Society equipment or property must be authorized by the immediate supervisor, and any costs incurred (e.g. loss, damage, etc.) reimbursed to the Society.

AFTER-HOURS USE OF FACILITIES

PROCEDURE

1. The Program Director, Manager/Supervisor will determine the need for after-hours access to the Society’s buildings by staff, student and/or volunteers.
2. These decisions will be communicated to the Facilities Coordinator.
3. The key access code will be issued by the Receptionist. All instructions with regard to alarm systems and entrance/exit to the building will be followed exactly as instructed.
4. It is the staff, student or volunteer responsibility to immediately report lost or stolen keys or codes to the Facilities Coordinator.
5. It is the staff, student / volunteer’s responsibility to return all keys issued when the duration of the Program requiring this access is complete.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually