

ORGANISATIONAL PROPERTY POLICY

Issue Date: 05.04.2019

PURPOSE

This procedure outlines ELATT's policy on organisational property.

Organisational property includes, but is not limited to: computers, phones, laptops, tablets, cameras, printers, networks, online and offline storage, software and data files that are owned, managed or maintained by ELATT.

EMPLOYEE RESPONSIBILITY

Any employee in receipt of property on behalf of ELATT must register it with the Technical Support Team so it can be entered onto the organisation's records. It will be the responsibility of the employee to ensure the item is registered.

No materials or equipment belonging to ELATT may be taken from organisation's premises or any other place of work without prior permission from your Manager, nor may it be used for purposes other than ELATT business without prior permission from your Manager.

Any property of ELATT that is carried off site in a vehicle, should be kept out of sight whilst in the car during the day, and removed from the car and taken into the employee's home overnight.

USE OF ORGANISATIONAL PROPERTY

Organisational equipment is only to be used in the proper course of your duties. As an employee of ELATT you are obliged to adhere to the following conditions:

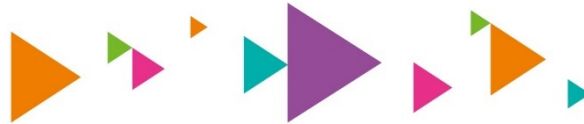
- To take good care when using ELATT property and to ensure that it is properly and responsibly maintained and serviced as directed.
- Not to allow the property/equipment to be used by anyone not employed by ELATT.
- Not to fit any accessories to the property/equipment without prior written approval from ELATT.
- To go about doing your work in a competent manner when using the property/equipment.
- To obtain permission for use of ELATT's property/equipment for non-work purposes.

RETURN OF ORGANISATIONAL PROPERTY

If you are in possession of organisational property or equipment for use at home, you are required to return the equipment at your Manager's request. This may be for a number of reasons, for example, for health checks and updates to be installed or to enable another employee to use the equipment (particularly if there is a shortage of equipment, for example tablets or laptops).

Failure to return any property or equipment when asked to do so by your Manager may result in disciplinary action.

This policy is non-contractual and may be subject to change from time to time.



DAMAGE OF ORGANISATIONAL PROPERTY

It is the duty of all employees to take due care with regard to organisational equipment and property:

- Any breakage that occurs to any equipment should be reported to your Manager immediately. Carelessness and abuse when using the equipment will result in the user being responsible for repair or replacement of that equipment or property. The repair cost or replacement cost will be discussed with the employee and a deduction from wages may be made for loss or damage (see Appendix 1).
- Employers must not attempt to repair equipment by themselves – in all cases the employee must report any breakages or performance issues to Technical Support in the first instance.
- Willful or careless destruction and damage to organisational property will not be tolerated and may also result in disciplinary action.
- Any change to the Operating System of IT equipment, or any other installation or removal of software or applications without prior written consent may be considered as willful or careless destruction or damage to organisational property.
- In addition if there is found to be repeat incidences of misuse of organisational property, ELATT have the right to prevent employees using ELATT's equipment offsite in future.

THEFT OF ORGANISATIONAL PROPERTY

Any employee of ELATT who is found guilty of the theft of organisational property or equipment will be subject to summary dismissal and may be subject to prosecution.

RIGHTS OF SEARCH

ELATT reserves the right at any time to inspect any parcels, bags or cases being brought into, taken from or left on the premises. Where such action is taken the Manager must be informed. All such searches will be conducted as discreetly and tactfully as possible. An employee subject to the exercise of this right of search has the right to request that:

- The search is conducted by a member of the same sex;
- An independent representative, who is also an employee of ELATT, is present on their behalf during the search.

PRIVATE USE OF ELATT'S EQUIPMENT

Private use of ELATT equipment, including but not limited to telephone, fax, photocopier, stationery, and the computer/laptop including the internet and e-mail, is not permitted except where approval has been obtained from your Manager.

PERSONAL PROPERTY

ELATT cannot be held responsible for any damage to or loss of personal property brought on to the organisation's premises. You are expected to take reasonable care of your personal property while at work.

This policy is non-contractual and may be subject to change from time to time.



APPENDIX 1

Payroll Deductions for Organisational Property Damage or Loss

As stated in my Contract of Employment, ELATT shall be entitled to deduct from my salary any sums owed by me to the organisation from time to time.

As discussed and agreed ELATT is hereby authorised to deduct any sums owing for the damage or loss of organisational property from my salary.

I authorise ELATT both during the continuance of my employment and after its termination to deduct from my salary (and/or from any other sums from time to time payable to you by the organisation) any sums due to ELATT for costs of damages or losses attributable to my negligence.

(The total amount of the payment will normally be deducted from your next payment but if this causes hardship, arrangements may be made for the payment to be recovered over a longer period, at the discretion of management).

Date

Employee (signature)

Employee (printed name)

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