

Policy

Policy Name:	Employer Property Policy
Policy Date:	March 2020
Endorsed By:	Directors
Policy Code:	POL025

01. POLICY

The Employer Property policy clarifies the guidelines that RJA has for employees who may be issued employer property during the course of their employment.

02. PURPOSE

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

03. APPLICATION

This Policy applies to all workplace participants including employees and contractors who use RJA property. It does not form part of any employee's contract of employment or a contractor's contract for services.

04. DEFINITIONS

'Employer property' includes all forms of property of RJA including tangible property (such as tools and equipment), and intangible property (such as intellectual property).

05. OBLIGATIONS OF EMPLOYEES

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

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

06. BREACH OF POLICY

Any breach of the obligations expressed in this Policy may result in disciplinary action up to and including termination of employment, or termination of a contract for services.

07. RETURN OF EMPLOYER PROPERTY

On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all of RJA’s property immediately. Such property must be returned in good working order and with all company information contained on such property intact.

08. DAMAGE TO EMPLOYER PROPERTY

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

- a) an employee’s serious and wilful misconduct;
- b) criminal activity;
- c) a breach of the obligations outlined in this Policy;
- d) the employee using the property for a non work related purpose without the consent of RJA; or
- e) circumstances not arising in the course of, or in connection with, the employees employment,

RJA may require the employee to reimburse RJA to the value of any loss or damage suffered by RJA or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the guidelines for staff to access First Aid in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.