**Property Policy**

**Introduction**

This policy outlines our rules on the use of company property. It applies to company property you have borrowed or been given to use while working for us.

The policy covers only the use of physical property. The use of intellectual property, such as company data, is outside the scope of this policy.

This policy does not form part of your employment contract, and we reserve the right to amend or withdraw it at any time.

**Allocation of company property**

While you are working for us, you may be given access to company property, including but not limited to [list the appropriate items and expand on them as necessary]:

* [mobile phones;
* documents;
* books;
* hardware;
* office equipment;
* keys;
* security passes;
* credit cards; and
* any other property belonging to the organisation likely to be given to staff.]

Please be mindful that all company property provided while you work for us remains ours.

**Care of company property**

You are responsible for the safeguarding of all company property that is in your possession, and you must ensure that:

* you take good care of it;
* no one outside our company uses it unless this is authorised by [your line manager/the HR department] in advance;
* it is not modified unless this is authorised by [your line manager/the HR department] in advance;
* it is not used to carry out any illegal activities or activities that might bring us into disrepute;
* it is not lost or damaged; and
* it is not removed from our premises unless authorised by [your line manager/the HR department] in advance.

We recognise that some wear and tear on company property is inevitable.

**Security of company property**

You are also responsible for the security of all company property that is in your possession, and you must ensure that:

* you take reasonable steps to ensure that it is not misplaced or stolen;
* no one else has access to it;
* it is not left unattended on public transport or in a parked car; and
* laptops and other devices are password protected at all times.

All valuable or essential items of company property that you leave at the workplace must be adequately secured at the end of your working day. You should have access to secure [drawers/lockers]. If you do not, please request this from your [line manager/the HR department].

**Your responsibility if items are lost, stolen or damaged**

Any company property lost, stolen or damaged while in your possession must be reported to [your line manager/the HR department] immediately.

**Consequences of damage or misuse of company property**

Any deliberate or negligent injury to our property will not be tolerated and will be treated as a disciplinary offence. If we find that an individual has misused our property, this will also be treated as a disciplinary offence and dealt with under our disciplinary procedure.

**Return of company property**

On the termination of your employment, you will be required to return all company property we provided. This will generally be on your last day at work unless otherwise requested by [your line manager/the HR department].

**Unreturned company property**

If you fail to return any company property by the required date, the corresponding amount (based on the value of the property at the time that the item is not returned) will be deducted from your final salary payment.

Alternatively, we may contact the police and issue civil proceedings for breach of contract and trespass to goods.