

## EMPLOYER PROPERTY POLICY

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| Responsible Officer        | HR Manager  |
| References and Legislation |   |

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## 1. Purpose

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

## 2. Scope

This Policy applies to all employees who use Employer Property. It does not form part of any employee's contract of employment.

## 3. Definitions

| Item                     | Definition   |
|--------------------------|--|
| <i>Employer property</i> | Includes all forms of property of APIC, including tangible property (such as tools and equipment) and intangible property (such as intellectual property). |

## 4. Obligations of Employees

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

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

## 5. Return of Property

On termination of employment (including by resignation), or as otherwise directed at any time, an employee is required to return all employer property immediately.

## 6. Damage to Property

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

- an employee's serious and wilful misconduct; or

- criminal activity; or
- a breach of the obligations outlined in this Policy; or
- the employee using the property for a non-work related purpose without the consent of APIC; or
- APIC may require the employee to reimburse APIC to the value of any loss or damage to APIC or a third party caused by the employee.

## 7. Breach of Policy

Any breach of the obligations expressed in this Policy may result in disciplinary action including, but not limited to, termination of employment.

## 8. Document Change Control

| Version | Change Description       | Date             | Author        |
|---------|--------------------------|------------------|---------------|
| 1.0     | Put in new policy format | 15 December 2016 | Corinne Green |
|         |                          |                  |               |
|         |                          |                  |               |