

## EMPLOYER PROPERTY POLICY

### 1. PURPOSE

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

### 2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 01/01/2021. It replaces all other policies dealing with employer property (whether written or not).

### 3. APPLICATION OF THE POLICY

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

### 4. DEFINITIONS

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

### 5. OBLIGATIONS OF EMPLOYEES

- 5.1 To the extent that the obligation is relevant to the type of HR Focus property being used, each employee must:
- (a) use HR Focus's property only for the purpose for which it was designed;
  - (b) take good care of HR Focus's property and ensure it is properly maintained and serviced as directed;
  - (c) ensure that HR Focus's property is used in accordance with any relevant operating instructions or procedures;
  - (d) refrain from modifying HR Focus's property without prior written approval from HR Focus;
  - (e) obtain prior written permission from HR Focus if the employee wishes to use HR Focus's property for non-work purposes (eg personal use);
  - (f) not remove employer property from HR Focus's premises or designated storage places without the prior permission of the relevant manager or supervisor;
  - (g) not deliberately damage HR Focus's property; and
  - (h) not place HR Focus's property in circumstances where it could be stolen or damaged.

## **6. BREACH OF THE POLICY**

- 6.1 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.

## **7. RETURN OF PROPERTY**

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

## **8. DAMAGE TO PROPERTY**

- 8.1 If any damage occurs to any property owned by HR Focus 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 HR Focus; or
  - (e) circumstances not arising in the course of, or in connection with, the employees employment,

HR Focus may require the employee to reimburse HR Focus to the value of any loss or damage suffered by HR Focus 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.

## **Variations**

HR Focus reserves the right to vary, replace or terminate this policy from time to time.