

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 Disability Macarthur ('Disability Macarthur Family Support & Care') is provided to employees. The Policy outlines the responsibilities of employees in possession of Disability Macarthur Family Support & Care's property and the expectations of Disability Macarthur Family Support & Care with respect to the use of its property by employees.

2. COMMENCEMENT OF THE POLICY

2.1 This Policy will commence from 01/07/2022. 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 Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care property being used, each employee must:

- (a) use Disability Macarthur Family Support & Care's property only for the purpose for which it was designed;
- (b) take good care of Disability Macarthur Family Support & Care's property and ensure it is properly maintained and serviced as directed;
- (c) ensure that Disability Macarthur Family Support & Care's property is used in accordance with any relevant operating instructions or procedures;
- (d) refrain from modifying Disability Macarthur Family Support & Care's property without prior written approval from Disability Macarthur Family Support & Care;
- (e) obtain prior written permission from Disability Macarthur Family Support & Care if the employee wishes to use Disability Macarthur Family Support & Care's property for non-work purposes (e.g., personal use);
- (f) not remove employer property from Disability Macarthur Family Support & Care's premises or designated storage places without the prior permission of the relevant manager or supervisor;

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- (g) not deliberately damage Disability Macarthur Family Support & Care’s property; and
- (h) not place Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care; or
- (e) circumstances not arising in the course of, or in connection with, the employees employment,

Disability Macarthur Family Support & Care may require the employee to reimburse Disability Macarthur Family Support & Care to the value of any loss or damage suffered by Disability Macarthur Family Support & Care 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

Disability Macarthur Family Support & Care reserves the right to vary, replace or terminate this policy from time to time.