

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Agency Property	POLICY NO.: 4.7 PAGE 1 of 1
FILE UNDER SECTION: 4	EFFECTIVE DATE: January 16, 1992 REVISION DATE: October 2004 APPROVAL DATE: January 16, 1992

PURPOSE

It is the responsibility of all employees of Community Living Brant to use Agency property in accordance with the policies of the Agency, established procedures and the requirements of their position.

POLICY

Employees are given Agency property to use on behalf of the Agency in the performance of their duties. Property is any information, equipment or supplies provided through the employment contract that enables the employee to discharge the duties of their position.

PROCEDURE

- 1.0 It is the responsibility of the employee to maintain, in good condition, any Agency property provided to that employee in the discharge of duty.
- 2.0 The employee may be required to sign and date an acknowledgment of receipt/return of Agency property.
- 3.0 Agency property must be returned to the Agency immediately upon request of the Supervisor or designate.