Company Property and Equipment Policy

Version 1.0 | 21 August 2014
Responsibility: Finance

Purpose
To ensure maximum safekeeping of the company’s equipment, fixed assets and general property

Who does this apply to?
All employees

What is the policy?
Employees need to be mindful that all equipment which they use, or has been issued to them to perform their jobs is owned by Connect Hearing. It is the individual responsibility of all employees to care for and safeguard this company property and equipment, keeping it in as close to as new condition as possible. Examples of company property includes motor vehicles, furniture and fittings, computer and clinical equipment, mobile phones and air cards.

Company Requirements under loss/damage/theft?
It is the responsibility of the employee to notify the company within 48 hours of loss/damage/theft to the item(s), as to the occurrence and/or explanation thereto. If the item(s) have been stolen, the company also requires the employee to complete an Affidavit at their nearest Police Station within 48 hours from the estimated time of theft and forward the original docket to the company.

Consequences under gross negligence or employee theft
The company may deduct from the employee, the cost of tools or equipment lost/stolen within a reasonable time, if the employee committed theft or was negligently responsible for the loss.
Company procedure subsequent to the loss/damage/theft not applicable under gross negligence or employee theft

It is under the discretion of management to permit the replacement of tools or equipment, and also the type or model of replacement.

The guidelines for common replacement of tools or equipment are as follows:

Mobile Phones
- If management deems fit to replace the mobile phone, a second hand mobile phone will be made available for the employee, provided the mobile phone is in relatively good condition and serves the minimum functionality required for the employee’s daily operation.

Laptop
- If management deems fit to replace the laptop, a first or second hand laptop will be made available for the employee, provided the laptop is in relatively good condition and serves the exact same functionality as the initial laptop.

3G/4G/Air Card
- If management deems fit to replace the air card, a first or second hand device will be made available for the employee, provided they have repaid to the company the full replacement cost which would be the equivalent of ordering a brand new device.

Who do I notify of any loss/damage/theft?

The necessary requirements as stated above needs to be followed by notifying both the HR and Finance department.