

 BOARD POLICY	Policy Name: Company Equipment Use	Policy Number: 3.19	
	Approval Signature:	Section: Personnel	Page 1 of 2
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

COMPANY EQUIPMENT USE POLICY

1. PURPOSE

The Northern Association of Community Councils Inc. (NACC) provides employees with company equipment required to perform their job. This Policy ensures proper care and accountability in handling company equipment.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

This Policy applies to all employees of NACC who have been provided with company equipment.

(a) Ownership

All equipment issued to employees remains the property of the NACC.

(b) Employee Responsibilities

Employees who are issued equipment by the NACC are responsible for the following:

- (i) Safekeeping and properly caring for the equipment;
- (ii) Limiting use of the equipment to themselves;
- (iii) Limiting their use to work-related purposes for which the equipment was assigned, except when otherwise directed by management;

- (iv) Promptly reporting to their manager any loss of, damage to, or unserviceable condition of any equipment;
- (v) Not attempting to repair any damaged or malfunctioning equipment without prior approval of a manager (unless it is part of their job);
- (vi) Not discarding or selling damaged or malfunctioning equipment without management written approval; and,
- (vii) Securing equipment during transit.

(c) Loss/Theft of Equipment

Lost or stolen equipment must be immediately reported to management. If the equipment is stolen outside the Business's premises, the employee must also report it to the police.

(d) Intentional Damage to Equipment

- (i) Intentionally damaging NACC equipment (including the hardware or software) in any way may result in the loss of privileges and/or other discipline up to and including dismissal.
- (ii) NACC reserves the right to recover expenditures associated with intentional damage to equipment, in accordance with applicable laws.
- (iii) An employee may voluntarily reimburse the NACC for damaged equipment, which may be considered a mitigating factor in determining the extent of disciplinary action.

(e) Contraventions of this Policy

Contraventions of the Policy may lead to disciplinary action up to and including dismissal.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025

