

## **Introduction**

The Company has a strict Equipment Return Policy in which all employees must adhere to at all times. This company policy outlines what employees' responsibilities are when it comes to taking and returning company equipment. Therefore, it is important that employees understand this policy.

## **Scope**

This policy applies to all of our employees.

## **Policy Elements**

The following rules always apply;

- If at any point during your employment you are provided with any piece of equipment you must fill in the Equipment Return Form to acknowledge that you have taken the equipment and understand the responsibilities associated with this.
- When in the possession of any company equipment you are liable for this equipment until it has been returned to your employer.
- The unauthorised removal of any company equipment as explained in the company handbook under Section W of '*General Terms and Procedures*' will result in disciplinary action. This includes borrowing equipment during your employment without the permission of your employer and also after your employment.
- If at any time your employer terminates your employment you are instructed to return all equipment that you are in possession of within 5 days. If this equipment is not returned within the stated time frame set out in this policy then you will be charged for the cost of each item of equipment. This policy also covers if any employee terminates their employment on their own volition then all equipment must be returned within 5 days.
- If you do not return the equipment or have taken it without prior authorisation, then this could be classed as theft and you could be reported to the police.

## **Disciplinary Consequences**

When an employee disregards this Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct, this may be subject to formal disciplinary action. Further consequences including fines may be issued to individuals who do not follow this policy by the local councils.

