

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.25
Effective Date:	July 2018
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I. Policy:

The purpose of the Company Property Policy is to establish expectations and procedures when an employee is provided with various Company property and/or equipment.

II. Procedure:

Company property may include, but is not limited to, company computers, software, cell phones, keys, credit cards, tools, books, equipment, parking lots, offices, etc. President/CEO reserves the right to search company property at any time for reasonable suspicion of inappropriate activity.

Employees are responsible for keeping the property in good working order and available for business use at all times. If any such property appears to be damaged, defective or in need of repair, the employee must promptly report this to their supervisor. Property lost or damaged by an employee must be replaced by that employee, while worn or defective property will be replaced by the Company.

All equipment and materials are to be used for Company business during scheduled work hours only and must not be removed from the premises without Company approval. An employee must have prior management approval before using any equipment or materials for personal use.

Upon termination of employment, the employee will be required to account for and surrender all Company property and equipment they have been provided. Failure to do so will be considered theft and would result in St. Joseph Academy taking legal action to obtain the return of its property.

Approved by: Tabitha Jones Date 8/6/23
President/CEO