



PROPERTY POLICY

INTRODUCTION

Hobart FM relies heavily on funding from grants, donations and sponsorship. All equipment associated with Hobart FM is bought and maintained by our technical volunteers with these funds.

PURPOSE

The purpose of this Property Policy (policy) is to outline the conditions under which property owned by Hobart FM incorporated ('Hobart FM') is provided to volunteers and/or employees. The policy outlines the responsibilities of employees in possession of Hobart FM 96.1's property and the expectations of Hobart FM 96.1 with respect to the use of its property by employees.

Application of Policy

This Policy applies to all workplace participants including volunteers, employees and contractors who use Hobart FM property. It does not form part of any volunteers contract, employee's contract or a contractor's contract for services.

Definitions

'Employer property' includes all forms of property of Hobart FM 96.1 including tangible property (such as tools and equipment), and intangible property (such as intellectual property).

Obligations of volunteers and/or employees

To the extent that the obligation is relevant to the type of Hobart FM 96.1 property being used, each employee must:

- a) use Hobart FM's property only for the purpose for which it was designed;
- b) take good care of Hobart FM's property and ensure it is properly maintained and serviced as directed;
- c) ensure that Hobart FM's property is used in accordance with any relevant operating instructions or procedures;
- d) refrain from modifying Hobart FM's property without prior written approval from Hobart FM Committee of Management;
- e) obtain prior written permission from Hobart FM if the employee wishes to use Hobart FM's property for non-work purposes (eg personal use);
- f) not remove employer property from Hobart FM 96.1's premises or designated storage places without the prior permission of the Committee of Management or appropriate person;



- g) not deliberately damage Hobart FM's property; and
- h) not place Hobart FM's property in circumstances where it could be stolen or damaged.

Breach of the Policy

Any breach of the obligations expressed in this Policy may result in disciplinary action up to and including termination of membership, or termination of a contract for services.

Return of property

On termination of employment (including by resignation), or as otherwise directed at any time, a volunteer/contractor must return all of Hobart FM's property immediately.

Such property must be returned in good working order and with all company information contained on such property intact.

Damage to property

If any damage occurs to any property owned by Hobart FM as a result of:

- a) an employee's serious and willful misconduct;
- b) criminal activity;
- c) a breach of the obligations outlined in this Policy;
- d) the employee using the property for a non-work related purpose without the consent of Hobart FM; or
- e) circumstances not arising in the course of, or in connection with, the volunteer or contractors agreement,

Hobart FM 96.1 may require the employee to reimburse Hobart FM to the value of any loss or damage suffered by Hobart FM or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

Volunteers are bound by the same ethics and rules as members of the organization.

This policy must be part of the volunteers induction.

RELATED DOCUMENTS/POLICIES:

- Disciplinary Action Policy
- Volunteer Policy
- Misconduct Policy
- Electronic Data Retention and Archiving Policy

AUTHORISATION

Date approved by the Committee: 17th January 2018
Review Date: January 2018

Committee President: _____
[Name]

[Signature]

Committee Secretary: _____
[Name]

[Signature]