

## **PERSONAL PROPERTY and LOST and FOUND**

### **POLICY STATEMENT:**

HR Staff n Stuff wishes to provide and maintain safe and pleasant working conditions for all its employees. HR Staff n Stuff also expects all employees to do everything possible to safeguard themselves and their property from harm, and to behave in a responsible and honest manner with regards to personal property of their own and that of others.

HR Staff n Stuff will not knowingly permit unsafe or unsecured conditions to exist. It believes that the safety of its employees, its clients and all physical property belonging to them can best be safeguarded by the following.

### **PROCEDURES:**

- a. Employees should ensure their cars are locked and no valuables are left inside when parked at or near the HR Staff n Stuff premises or work sites to minimise break-ins and theft.
- b. Employees should never leave their laptops in their cars. Laptops should be taken into the office, client premises or home.
- b. Employees are requested to leave items of value at home wherever possible.
- c. Any personal property brought to HR Staff n Stuff premises should be kept at each employees' own workstation, in your workstation drawers or placed on the hooks provided. If large items are brought into the office employees may use the black meeting room as a storage area. When personal property is kept at an employees workstation, the workstation must be kept neat and tidy and limit the amount of clutter on or around the workstation and floor.
- d. HR Staff n Stuff will endeavour to ensure the safety of all personal property but can accept no responsibility or liability for personal property being lost, damaged or stolen.
- e. In the event that an item of personal property is lost, damaged or stolen, please advise the director immediately, stating a description, approximate value, last time seen and any other relevant information helpful in the item's recovery. HR Staff n Stuff will take reasonable action to attempt to locate the missing property.
- f. Any item found by an employee in the HR Staff n Stuff office should returned to the owner if known or kept safe while you send out a 'found 'email to all employees. Any person claiming the item will need to describe the item before receiving it.
- g. Any employee finding an item while at a client or any other work location should surrender the item immediately to the client or reception. Employees should make a note of the item and who they handed it to for future reference.