

## ACCEPTABLE USE OF PROPERTY POLICY

Policy number	ADMPOLO10	Version	V.070916
Drafted by	J Rakadrudru	Approved by Board on	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

### INTRODUCTION

Confusion as to whether employees or volunteers are entitled to make use of the organisation's vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be, if at all possible, avoided. The purpose of this policy is to ensure such confusion does not occur.

### PURPOSE

The primary purpose for which vehicles and equipment are provided to Harbour City Harvest Church (the church) staff and volunteers is to assist them in carrying out the duties of their employment.

This policy sets out guidelines for acceptable personal use of the church vehicles and equipment by employees and volunteers of the church.

This policy is made up of specific policies governing the use of

- Mobile Phones;
- Vehicles;
- Furniture;
- Tools and Equipment

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

### POLICY

The church's facilities, vehicles, and equipment are to be used to support its mission. The church staff and volunteers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with church business, involves minimal additional expense to the church, involves minimal additional risk to the church, and conforms to applicable organisational procedures. Such permission may be revoked or limited at any time by the Committee or the Chair.

The church believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps

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enhance the quality of the workplace and helps the church to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of the church's equipment constitutes agreed remuneration under a contract of employment.

## **AUTHORISATION**

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[Signature of Chairman]

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[Date of approval by the board]

Harbour City Harvest Church

## ACCEPTABLE USE OF PROPERTY PROCEDURES

Procedure number	FINPRO015	Version	V.070916
Drafted by	J Rakadrudru	Approved by Board on	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

### RESPONSIBILITIES

It is the responsibility of Management to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees to ensure that their usage of the church equipment conforms to this policy.

### PROCESSES

#### Use of Mobile Phones

Employees and volunteers of the church whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the Chairman, or their duly authorised nominee, according to the following criteria:

- A requirement to travel frequently on business away from the office;
- A need for others to communicate with the employee about church business when the employee is away from their office;
- A need for the employee to communicate with others regarding church business when the employee is away from their office;
- A need for the employee to have access to mobile internet when away from their office;
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

Personal use of a church mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Employees are expected to fully reimburse the church for any extra costs incurred by the organisation as a result of such usage.

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Alternatively, the employee may purchase their own telephone and submit a reimbursement request for organisation-related calls.

### **Use of Vehicles**

The church vehicles must not be used other than for church business.

### **Furniture, Tools and Equipment**

Tools must not be used other than for church activities.

Church Equipment must not be used for unauthorised church activities and events. If absolutely necessary, and only with the approval of Team Leader, should such equipment be logged out of the official church premises using the appropriate sign-out log book. The church will not be liable for any damage or loss sustained by any property taken without following appropriate procedures.

Equipment includes, but is not limited to, Office Machines, Furniture, Audio and Video Equipment and PA Systems, owned by the church.

## **AUTHORISATION**

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Chairman

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Date