**Company and Employee Property Policy**

December 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to Company property given to employees to aid their role and employees’ personal property on Company premises. This policy applies to all employees of the Company, regardless of their position. It applies equally to all employees regardless of their age, sex, marital or civil partnership status, racial or ethnic group, disability, sexual orientation, religion or belief.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

Principles

This policy outlines employees' obligations towards any Company property that they use during the course of their employment. It applies to Company property that staff have:

* been given for the duration of their employment
* been assigned for a temporary period only
* borrowed from a colleague or particular department within the Company

The policy also outlines the Company’s responsibilities for employee property on Company premises.

**Allocation of Company Property**

On the commencement of their employment, employees may be given items of Company property, including:

* documents
* books
* hardware
* office equipment
* keys
* security passes
* credit cards
* uniform
* vehicles

Note that this list is not exhaustive.

**Care of Company Property**

Employees are responsible for any property belonging to the Company that is under their control or in their possession and must take proper care of any such items. Employees must:

* take good care of Company property, both when it is used in the workplace and when it is used outside of the Company’s premises
* ensure that Company property is maintained and serviced when necessary
* not allow Company property to be used by anyone outside the Company, unless this has been authorised in advance (for example, a professional repairs or servicing undertaking)
* not make modifications to Company property (for example, upgrades to a laptop or Company car) without the prior approval in writing
* not use Company property to carry out any illegal activities or activities that might bring the Company into disrepute (for example, drink driving in a Company car or using a laptop to visit inappropriate websites)
* not, by act or omission, allow Company property to be lost or damaged (for example, by not securing Company property properly or leaving it in a public place such as on public transport)
* not remove any Company property from the Company’s premises without prior approval in writing

**Consequences of Misuse of Company Property**

Under the Company’s disciplinary procedure, damage, misuse or loss of Company property can lead to disciplinary action, depending on the circumstances. Deliberate or negligent damage to, loss or misuse of, the Company’s property may be gross misconduct, justifying summary dismissal.

The Company reserve the right to recover the cost from the employee of lost or damaged property caused by deliberate or negligent behaviour.

**Security of Company Property**

Employees must take all reasonable steps to ensure the security of items of Company property that have been allocated to them. This includes taking all reasonable steps to ensure that Company property is not misplaced or stolen, and that nobody else has access to the property to enable confidential data to be accessed or copied.

For example, employees must ensure that:

* laptops and other devices are not left unattended on public transport or in parked cars
* laptops and other devices are password protected at all times and locked or logged off when not in use.

**Return of Company Property**

On the termination of their employment, employees will be required to return all Company property in their possession on the date specified by the Company.

Employees should also ensure that any Company documents are returned, whether hard copy or on a computer.

**Unreturned Company Property**

On the termination of employment, it is the employee's responsibility to return Company property no later than the date specified by the Company.

The Company may withhold wages until the property is returned.

In appropriate cases, the Company may contact the police about the unreturned property and/or issue civil proceedings against the employee for breach of contract.

**Employee Property**

The Company cannot be held responsible for the safekeeping of money, valuables or any other property belonging to the employee that may be brought on to the Company’s premises.

Although lockers may be provided, it is the responsibility of employees to take due care of their personal belongings while at work.

Should an employee have any personal property stolen on the Company’s premises, they must inform their line manager immediately. Note that the Company is not liable for the loss or theft of employees' private property, where the loss or theft takes place within the Company's premises.