



BRT Group - Human Resources Policy Manual

Policy Title:	Company and Personal Property	Policy Number:	1.7
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

1.7.1 Property Damage & Loss

Employees are expected to take all precautions necessary to ensure that our workplace is not damaged and personal property is not lost or stolen. Any loss or damage should be reported to your manager immediately. Employees who willfully or negligently cause damage or loss of company equipment or property may be subject to corrective action depending on the severity of the damage or loss, and may be called upon to make restitution, depending on the circumstances.

1.7.2 Theft

Theft or attempted theft of property that belongs to or is in the possession of the Company, another employee, a customer or a visitor, is serious misconduct which may result in immediate termination. All instances of theft or attempted theft will be investigated by BRT Group. If, in the opinion of the Company, an employee is responsible for or involved in the theft, that employee will be subject to corrective or disciplinary action up to and including termination for a first violation.

1.7.3 Office Equipment

Computers, mobile devices, photocopy machines, fax machines, office equipment, mechanical equipment and tools throughout the office and warehouse are intended for Company business. Misuse of any equipment or Company property could lead to disciplinary action.

1.7.4 Washroom Facilities

Employees are expected to maintain washroom facilities appropriately. Any intentional misuse of facilities (such as graffiti) will be subject to corrective action.



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1.7.5 Security Checks

BRT Group reserves the right to inspect all packages and parcels entering and leaving our premises.

1.7.6 Tidiness

Neat desks, well organized working areas, and a tidy warehouse tell our visitors that we care about the quality of service and materials we provide. It is your responsibility to keep your work areas clean and neat, and to help other staff members do the same.

For safety reasons, it is important to keep all isles clear of any obstructions. All staff must make this a priority, and isles must be cleared first thing every morning. Ladders and stepping stools must be returned to their "home location" immediately after use.

1.7.7 Insurance

Senior Management is responsible for making certain that assets under their control are properly insured, including any assets that are in storage at outside premises.

Original copies of all insurance policies will be the responsibility of the Controller.

Senior Management must have photocopies of all invoices for their insured assets.

A video tape of each company's assets is stored in a fire-proof safe at the main office. All new assets must be added to the video as acquired.