



## EMPLOYEE USE OF FDDM ASSETS POLICY

<b>Policy:</b>	<b>Effective Date: 11 October 2007</b>
<b>Approved: 11 October 2007</b>	<b>Review Date: 11 October 2010</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

### 1. SCOPE

This policy applies to all employees of FDDM. The Policy must where applicable be read together with a Collective Agreement on Discipline.

### 2. OBJECTIVE

The objective of this policy is to ensure the safeguarding as well as proper and efficient use of the FDDM's assets.

### 3. POLICY

3.1 The FDDM gives all employees the opportunity to use assets in their official and work related capacity only. The Procurement and Administration Section is responsible for the identification, tracking, recording, control and maintenance of all FDDM assets.

- 3.2 Where FDDM equipment is to be used after official working hours, approval needs to be obtained from the Line Manager. The respective functional Manager needs to be aware that the individual will be using FDDM facilities.
- 3.3 Where FDDM equipment is to be used outside of FDDM premises, authorisation by the Line Manager is mandatory. All equipment must be accounted for at all times.
- 3.4 Employees must look after all FDDM property. Any damage caused to FDDM should be reported immediately to the Procurement and Administration Section.
- 3.5 Theft, unauthorised removal usage or abuse of FDDM assets will result in disciplinary action taken against an offending employee.

#### **4. AUTHORITY**

Formulation Policy	:	Director Corporate Services
Authorisation Policy	:	Council
Ownership & Maintenance Manager	:	Deputy Director: Corporate Services