



## **Use of Dudley Mind Property Policy & Procedure**

### **Introduction**

This policy exists to offer guidance in the use of, distribution, maintenance and safekeeping of all Dudley Mind Property.

### **Scope**

This policy applies to all Dudley Mind staff, volunteers, contractors and service users.

### **Policy**

Dudley Mind's property refers to the buildings in which we operate and the resources that we use to operate (for example, furniture, apparatus, IT equipment, documents, personal safety equipment).

It is Dudley Mind's policy that all of its property should be treated with care and respect and returned as it is found. Care should be taken to avoid damage to or loss of Dudley Mind property. If an individual is found to be negligent in taking due care of Dudley Mind property, disciplinary action may be taken against them and they will be personally liable for the cost of replacement or repair. Should any item become lost, stolen or damaged during the course of its loan to an individual they must inform their line manager immediately.

Property is for use during work time only and for authorised purposes in connection with the work of Dudley Mind. No outside work or personal projects should be undertaken during work time. All mobile phones, with the exception of the on call mobile phone, should be switched off out of work time.

Dudley Mind property must not be removed from the premises for personal use (except in exceptional circumstances with the authorisation of the Chief Executive Officer).

### **Procedure**

On receipt of any Dudley Mind property employees may be required to agree to terms and conditions of use (see appendices for examples) and/or to sign to acknowledge issue.

Items issued for health and safety reasons must be accepted and used at all times for the appropriate purpose.

Dudley Mind property is issued for use during work time for authorised purposes in connection with Dudley Mind business. Dudley Mind property should not be used for personal use or personal gain for use by family or friends of employees, service users or volunteers unless in exceptional circumstances with the authorisation of the Chief Executive Officer.

## **Keys**

Employees entrusted with keys for Dudley Mind properties should ensure that the keys are treated with care and used only for authorised purposes. The relevant key book should be signed on receipt and on return of a key. At no time should keys to Dudley Mind properties be mishandled in any way that would/could result in their loss or theft. If keys to any Dudley Mind property are lost or stolen, the employee involved should report this to their line manager immediately. If the individual responsible for the keys is found to have been negligent in their handling of the keys, the individual may be held personally liable for any replacement costs associated with replacement of the keys or locks and any consequential costs arising from the situation.

## **Leaving employment of Dudley Mind**

If your employment with the company terminates for any reason, you must promptly return to the Company all confidential documents and other materials that you have. You are not permitted to retain copies of any such documents or materials. In addition, keys, software and all other tools an employee would use should be returned.

All items should be returned in their original condition (taking into account normal wear and tear) upon leaving the employment of the organisation. Failure to do so could result in the individual being held personally liable for the replacement or repair costs and/or disciplinary action being taken against them.

## **Changes**

Dudley Mind reserves to change the provision of the Use of Dudley Mind Property Policy by amendment, addition, deletion, or substitution of new procedures from time to time at its discretion. Employees will be consulted and notified of any changes by appropriate means.