

## **Agency Wide Policy and Procedure**

**SECTION: Guidelines for Conduct**

**SUBJECT: Agency Property**

**POLICY NUMBER: 4.10**

**ATTACHMENTS: None**

**APPROVAL DATE: 9/26/18**

**REVISION DATE: 10/2021**

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First Resources Corp provides some employees with certain equipment and property to assist them in performing their job duties when outside the workplace. Employees who are provided with employer-owned equipment or property, or who take employer-owned equipment or property away from the workplace, have a responsibility to protect the equipment or property from being lost, damaged or stolen.

If the equipment or property, placed in the care of an employee, is lost, damaged or stolen because of the employee's negligence or willful disregard...the employee will pay First Resources Corp's deductible amount or equal to the replacement value or repair cost of the equipment or property if less than deductible. For vehicle damage a copy of the police report will be needed stating who was at fault for the damage.

An employee is responsible to return all agency property upon termination of employment. This includes but is not limited to: laptops, cell phones, chargers, and other accessories. An employee who does not return all items will be responsible to replace/pay for the equipment.

The employee will coordinate with First Resources Corp to pay First Resources Corp the amount owed. If the employee and First Resources Corp cannot agree on a payment plan, First Resources Corp will take whatever legal steps are available to recover the value of the loss from the employee. These steps may include deductions from the employee's pay when permitted by federal or state law.

An employee who takes First Resources Corp property without proper approval and keeps it for their own use violates this policy.