

## Use of Company Property Policy & Use of Company Vehicles Procedure

**1. Purpose of the policy/ Policy Statement** To ensure the appropriate use of company property, equipment and company vehicles and ensure all property, equipment and vehicles is kept in the best possible working condition.

**2. Detailed Policy Statement** Cultural Infusion's facilities, vehicles, and equipment are to be used to support its mission. Cultural Infusion International staff and volunteers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with Cultural Infusion business, involves minimal additional expense to Cultural Infusion, involves minimal additional risk to Cultural Infusion, and conforms to applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the CEO.

Cultural Infusion believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps CI to retain qualified and skilled workers.

Any employee who is found to have neglected or misused CI property will be subject to disciplinary action up to and including termination. If an employee's misuse of CI property damages the property, CI reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of CI property is grounds for immediate termination and possible criminal action.

### Personal Use

No employee may use CI property (including computers, pagers, telephones, cell phones, copiers, faxes, Internet services and printers) for personal use unless specific permission has been granted by the employee's department head. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.

### Company Vehicle

All staff members (Remunerated & Volunteers) must possess either a current Australian or International license with full driving capacities.

Any employee for whom driving is an essential job duty must be authorized and approved by the accounts & office manager, to drive CI vehicles.

**3. Applicability** This policy applies to all Cultural Infusion & Pan International staff and volunteers.

**4. Definitions**

Property	Any piece of equipment, furnishing, building or supply leased, owned, donated or otherwise in the custodial care of CI or any person acting as its agent.
Misappropriation	The action of dishonestly or unfairly taking something for one's own use

**5. Cognizant Office(s)/ Getting Help** *If you require any assistance in regards to this policy, please contact:*

- Cultural Infusion HR/ Administration department;
- Or, CEO Peter Mousaferiadis

<b>6. Related Policies/ Reference for more Information</b>	<b>Related Policies</b>	1. '8.3 Mobile Phones Policy'
		2. '8.4 Internet, Email & Social Media Policy'
		3. '8.5 Computer Use Policy'
		4. '8.8 Confidentiality & Privacy Policy'

**7. Implementation Procedures**

**8.1. Company Vehicle Use Procedure**

The procedure for company vehicle use are as follows:

1. All employees that are wanting to use a CI vehicles for any business related trip, needs to be booked in advance by filling out a Car Authorisation form in which can be found at: <http://1.culturalinfusion.org.au/ci-forms/car-authorisation/>
  - You will be required to upload a copy of your drivers license
2. The employee driver of a CI vehicle is to ensure that the vehicle is in full operational condition before each use
  - The employee driver will sign a vehicle log report noting any problems with, or damage to, the vehicle before each use
3. The employee driver must check if there is sufficient fuel for their trip.
  - If there is insufficient fuel for the intended business trip, the employee must request for funding of fuel through the accounts director
  - As CI does not own fuel cards, petty cash will be provided to for fuel funding

- All receipts must be kept and presented to the accounts team for any fuel purchases for CI vehicles
- If personal funding of fuel was necessary during any business trips, the employee must request a receipt upon purchase and be presented to the accounts team for a full reimbursements

\* if receipts are not presented, employees will not receive any reimbursements

4. When returning a CI vehicle, the employee are to drop off the keys to either to the accounts/ office manager or reception which will be passed on to the accounts/ office manager, if the accounts/ office manager is not present.

If at any time the CI vehicle breaks down during a business trip, the employee should call CI head office for further instructions in how to proceed.

Should the employee return the vehicle to the company with damage to the vehicle, the vehicle log report will be used as support evidence of the condition of the vehicle before it was used by the employee driver.