

SUBJECT: BCITSA Property Off-Premises	POLICY NO: INT-3	LAST REVIEWED: February 2021
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

BCITSA property shall normally not be permitted to be taken from the premises of BCITSA’s operations, with the exception of pre-authorized equipment such as cellular phones and laptops. When operational need dictates the necessity of taking BCITSA property from the premises, employees, Executives and Council Members shall always obtain prior written permission from their respective manager or the Director of Finance.

Purpose of This Policy

The purpose of this Policy is to:

- Outline the procedure for employees, Executives and Council Members to request taking BCITSA property off the premises.
- Determine the expectations of individuals to treat equipment appropriately.

Application of This Policy

This Policy applies to all employees, Executives, and Councillors.

Related Documents and Legislation

N/A

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-01-29
- Amended 2021-02-15

DEFINITIONS

N/A

DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is responsible for the interpretation and enforcement of this Policy.

POLICY

1. Use of Property Off-Premises

- a.** When permission is granted and BCITSA property is taken off-premises, employees, Executives and Council members shall follow these guidelines:
 - i.** Property shall be returned to BCITSA in the same condition as when it was acquired. Any damages will be reported as soon as is practicable.
 - ii.** In the event of unexplained losses, possible thefts, damage, or destruction of property while it is off-premises, the individual responsible for the property shall report the event to their respective manager or Director of Finance as soon as is practicable.
 - iii.** BCITSA reserves the right to contact the appropriate authorities, including police, to investigate possible thefts, disappearances of BCITSA property.
- b.** The Director of Finance shall process all insurance claims for accidentally lost, damaged, stolen, or destroyed property.
- c.** Inappropriate use of BCITSA property off-premise may result in disciplinary action, up to and including termination of employment.

PROCEDURE

N/A