

## **Gtec Loss/Damage/Theft Policy**

### **Purpose**

To ensure maximum safekeeping of the company's equipment, fixed assets and general property.

### **Commencement of policy/procedure**

This procedure will commence from the date of approval. It replaces all other Loss/Damage/Theft Policies of Gtec Training and Development Pty Ltd.

### **Application of policy/procedure**

The Policy, within the work/study environment will apply to all members of the Gtec community including, but not limited to: all students, employees, committees, contractors, unions, councils/associations who have a direct relationship and/or association with Gtec Training and Development.

### **What is the policy?**

Employees need to be mindful that all equipment which they use, or has been issued to them to perform their jobs is owned by Gtec. It is the individual responsibility of all employees to care for and safeguard this company property and equipment, keeping it in as close to as new condition as possible. Examples of company property includes motor vehicles, furniture and fittings, computer and clinical equipment, mobile phones and air cards.

### **Company Requirements under loss/damage/theft?**

It is the responsibility of the employee to notify the company within 48 hours of loss/damage/theft to the item(s), as to the occurrence and/or explanation thereto. If the item (s) have been stolen, the company also requires the employee to complete an Affidavit at their nearest Police Station within 48 hours from the estimated time of theft and forward the original docket to the company

### **Consequences under gross negligence or employee theft**

The company may deduct from the employee, the cost of tools or equipment lost/stolen within a reasonable time, if the employee committed theft or was negligently responsible for the loss.