

EQUIPMENT USE POLICY

Background

This policy applies to all staff, directors, volunteers and contractors. This policy sets out guidelines for acceptable personal use of work equipment, including:

- Mobile phones
- Laptops and iPads
- Media equipment
- Other equipment

A separate policy applies to motor vehicle usage.

Policy statement

IRCA's facilities and equipment are to be used to effectively carry out IRCA business.

In general IRCA staff, directors and volunteers are permitted limited personal use of IRCA equipment and facilities where such use does not interfere with IRCA business.

IRCA's staff and volunteers may not use IRCA's resources for personal benefit or gain, or the benefit or gain of other individuals or organisations, except as specified below.

Equipment

Mobile phones

- Employees whose duties necessitate use of a mobile phone may be assigned a phone or reimbursed for business use of a personal phone
- The lowest cost plan available to accommodate the business need will be used
- Personal use of the phone is permitted provided it does not incur substantial additional expense
- The phone will be returned upon resignation or separation of the employee.

Laptops

- Employees who are assigned a lap top for business purposes may use the laptop for personal use provided such use does not incur additional costs or impact the use of the laptop for business purposes.
- The laptop will be returned upon resignation or separation of the employee.

Media equipment

- Staff may borrow IRCA media equipment for limited personal use when the equipment is not required for IRCA business. On each occasion the equipment borrowed and the duration of the loan must be logged.
- Staff are responsible for any damages to media equipment while on loan to them.

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone
	17/5/2016	Endorsed by IRCA Board