



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

First Nations Media Australia's facilities and equipment are to be used to effectively carry out First Nations Media Australia business.

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

First Nations Media Australia's staff and volunteers may not use First Nations Media Australia'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 laptop 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 First Nations Media Australia media equipment for limited personal use when the equipment is not required for First Nations Media Australia 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
	8/5/19	Endorsed by First Nations Media Australia Board