

**EMPLOYER PROPERTY POLICY**

**1. PURPOSE**

1.1 The purpose of this Employer Property Policy (Policy) is to outline the conditions under which property owned by Crystele Homes ('CDH') is provided to employees. The Policy outlines the responsibilities of employees in possession of CDH's property and the expectations of CDH with respect to the use of its property by employees.

**2. COMMENCEMENT OF THE POLICY**

2.1 This Policy will commence from 1/2/2021. It replaces all other policies dealing with employer property (whether written or not).

**3. APPLICATION OF THE POLICY**

3.1 This Policy applies to all workplace participants including employees and contractors who use CDH property. It does not form part of any employee's contract of employment or a contractor's contract for services.

**4. DEFINITIONS**

4.1 'Employer property' includes all forms of property of CDH including tangible property (such as tools and equipment), and intangible property (such as intellectual property).

**5. OBLIGATIONS OF EMPLOYEES**

5.1 To the extent that the obligation is relevant to the type of CDH property being used, each employee must:

- (a) use CDH's property only for the purpose for which it was designed;
- (b) take good care of CDH's property and ensure it is properly maintained and serviced as directed;
- (c) ensure that CDH's property is used in accordance with any relevant operating instructions or procedures;
- (d) refrain from modifying CDH's property without prior written approval from CDH;
- (e) obtain prior written permission from CDH if the employee wishes to use CDH's property for non-work purposes (eg personal use);
- (f) not remove employer property from CDH's premises or designated storage places without the prior permission of the relevant manager or supervisor;
- (g) not deliberately damage CDH's property; and
- (h) not place CDH's property in circumstances where it could be stolen or damaged.

**6. BREACH OF THE POLICY**

6.1 Any breach of the obligations expressed in this Policy may result in disciplinary action up to and including termination of employment, or termination of a contract for services.

**7. RETURN OF PROPERTY**

7.1 On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all of CDH's property immediately.

7.2 Such property must be returned in good working order and with all company information contained on such property intact.

**8. DAMAGE TO PROPERTY**

8.1 If any damage occurs to any property owned by CDH as a result of:

- (a) an employee's serious and wilful misconduct;
- (b) criminal activity;
- (c) a breach of the obligations outlined in this Policy;
- (d) the employee using the property for a non work related purpose without the consent of CDH; or
- (e) circumstances not arising in the course of, or in connection with, the employees employment,

CDH may require the employee to reimburse CDH to the value of any loss or damage suffered by CDH or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

**Variations**

CDH reserves the right to vary, replace or terminate this policy from time to time.