OFFICE SUPPLIES AND EQUIPMENT POLICY

[Organization Name] provides employees with the equipment and office supplies required for their job duties. These office supplies and equipment are strictly for business use. Employees are expected to treat all company-provided equipment with care. This policy has been put in place to guide employees with the proper use of office supplies and equipment.

Note: this policy refers to office supplies and company equipment such as:

* (Insert specific types of equipment)
* (Insert specific types of equipment)
* (Insert specific types of equipment)
* (Insert specific types of equipment)

It does not cover motor vehicles. For procedures on Safe Driving with company-owned vehicles, please refer to the Safe Driving Policy.

POLICY

[Organization Name] maintains an inventory of standard office supplies and equipment for employee use. These supplies and equipment are kept in [INSERT LOCATIONS] for the convenience of employees.

Employees may request or place orders for non-regularly stocked supplies with [INSERT DEPARTMENT OR STAFF MEMBER]. Before placing an order, employees are required to obtain approval from their direct supervisor.

All [Organization Name] office supplies and equipment are company property and are intended solely for office use. Any employee who misplaces, damages, or steals company property will be held personally liable for its replacement or repair.

Only employees who have been authorized by management to use company-provided office supplies and equipment may do so. This privilege may be revoked by management at their discretion.

Sign Out Process

Specific pieces of office supplies and equipment are required to be signed out prior to use. They include:

* (Insert specific types of office supply or equipment)
* (Insert specific types of office supply or equipment)
* (Insert specific types of office supply or equipment)
* (Insert specific types of office supply or equipment)

Operating Equipment Safely

Employees must understand how to operate each piece of office supply and equipment safely, prior to using it. They must also make sure the equipment is in proper working order and that all safety instructions are followed. This includes wearing the proper protective gear, where needed, and only using a piece of equipment for its intended purpose. No horseplay or dangerous use will be tolerated.

If any employee has any concerns about their own ability, or the ability of any other employee, to safely operate any piece of equipment, they must refrain from using it and/or advise the other employee to refrain from operating equipment. If any employee has concerns about the condition of a piece of equipment, they should also refrain from using it until it is deemed safe.

In either case, the employee is required to inform their supervisor as soon as possible so an appropriate training or safety solution can be provided.

Maintenance and Return

All office supplies and equipment used for business purposes must be maintained in safe operating order and condition. Employees are required to return all company equipment in the same condition that they received it. If a piece of equipment is damaged during the course of work, employees are required to inform their supervisor as soon as possible of what occurred. Employees who fail to do so will be subject to the progressive discipline process, up to and including termination of employment.

If any employee of [Organization Name] has any concerns whatsoever about the safety of any piece of equipment, they have a responsibility to bring this to the attention of management or a safety representative immediately. The piece of equipment must then be locked out and tagged out so that other employees do not attempt to use it.

Appropriate Use

Employees are to use [Organization Name] office supplies and equipment to complete their job duties in the course of company work only. Employees are not authorized to use company owned office supplies and equipment for any personal reasons whatsoever. This includes their own purposes, or if requested to help a friend or a neighbour.

Note: should an employee require after-hours use of equipment, they may direct their request to [Insert person].

Employee Leave

Employees are required to return all office supplies and equipment to [Organization Name] in the event that they will be absent from work for a period longer than (Insert # of days). This includes vacation, leaves of absence, or any other extended leave from work

Violation of this policy will result in disciplinary action.

Questions regarding this policy should be directed to [INSERT PERSON OR DEPARTMENT]