

Chapter:	Technology & Facilities Management		
Title:	Agency Property		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Director of Operations	Adopted Date: 08.2021 Review Date: 08.2023	Related Policies: Standards of Conduct

Purpose:

This policy explains expectations for use of Hopeful Horizons’ (HH) property and equipment.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
- HH Board Members HH Volunteers
- Other: Clients, Visitors and Contractors

Policy:

HH owns its building and all the contents therein. The grounds and shelter are private property. Care should be used in handling all agency property. No property or donation may be used for the personal benefit of a board member, staff member or any individual who is not a current client of HH without the prior approval of a member of the leadership team.

Unauthorized possession of HH or employee property, removal or attempt to remove HHs’ property, as well as damaging or destroying HHs’ property through careless or willful acts is a violation of the organization’s standards of conduct. Violation of the standards of conduct may result in disciplinary action up to and including discharge.

The Director of Operations shall maintain an inventory of office equipment, technology, keys, etc. Equipment on loan to an employees, board members or volunteers during their period of employment/involvement with HH shall be signed out to them. Employees, board members or volunteers who resign, retire, are discharged or laid off are required to return, to their supervisor, any property, keys, materials, or written information that belongs to HH.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. **Property:** All buildings and grounds owned and/or occupied by HH
2. **Contents:** Food, furniture, equipment, material, supplies, keys, donations, etc., except those items clearly identified as personal property of clients or staff.
3. **Materials:** Program documents, handouts, client records, electronic mail, and other information produced as part of employment.

Other Related Materials:

Equipment inventory records
Records of equipment assigned to staff

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
06.2023	Updates the policies to the new template; combines policy language from HHs' Employee Handbook and Policy Manual; adds communication & training and definitions.	N. Miller, Program Eval. Consultant