BORROWING FLINTWOOD PROPERTY

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| Policy number | Draft |
| Effective from | Sept 2021 |

AIM

Flintwood is open to certain items being borrowed. This policy aims to give guidance as to what property can and cannot be borrowed and what the guidelines are around borrowing equipment.

sCOPE

This policy applies to all employees and stakeholders.

1. DEFINITION

Borrowing — to obtain or receive something temporarily or on loan with the promise or understanding of returning it.

Equipment — tangible property that is used in the operation of a business.

Resources include but are not limited to stock, food, materials and other assets necessary for effective operation.

1. POLICY

4.1 FLINTWOOD is a well resourced organisation that ensures equipment and resources are used for the purpose of providing quality services.

4.2 FLINTWOOD acknowledges purchases of equipment and resources may be purchased with FLINTWOOD funds and therefore have a higher obligation to ensure the usage is in line with the agreed outcomes.

1. Procedures

5.1 FLINTWOOD will allow from time to time employees, Participants, families or other Service Providers to borrow equipment or resources. This borrowing is assessed individually and based on need and the agreement that the item will be returned in the same condition and within an agreed period of time.

5.2 Any necessary repairs or running costs will be calculated upon return and will be the responsibility of the Borrower.

5.3 Items borrowed must be reported to the Properties and Assets Manager and recorded in a Register as borrowed.

5.4 Items that can be borrow include but are not limited to: specialised equipment, books, manuals, vehicles, tools, machinery and IT equipment. It does not include any item that will be depleted because of the usage, i.e. craft items

5.5 No item belonging to an individual Participant can be borrowed without their consent.

5.6 Only someone in a FLINTWOOD management position has the authority to consent to any borrowing of equipment or taking of any resources.

5.7 Any items borrowed must not be passed onto a third party.

5.8 Any items removed from FLINTWOOD premises without the authority of a Manager will be considered theft.

1. RESPONSIBILITIES

Employee

* Adhere to policy

Service Manager

* Full approval of others borrowing equipment
* Document items borrowed on a register
* Full communication with General Manager over ‘borrowing of items’
* Adhere to policy

General Manager

* Discuss with Service Manager items being borrowed
* Adhere to policy

CEO

* Be aware of items being borrowed

CHANGE HISTORY

| Version | Release / Review date | Author / Reviewer | Change details |
| --- | --- | --- | --- |
| 0.1 | Sept 2021 | Kay McPartland | Reformatting and review of policy |
| 0.2 | Sept 2021 | Policy Committee | Read and Approved |