PERSONAL BELONGINGS

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| **Policy number** | HR030 |
| **Effective from** | March 2024 |

AIM

FLINTWOOD recognises that personal belongings may get damaged on occasions when Participants, employees and other people access the service. This policy formalises the circumstances under which reimbursements and or replacement of personal belongings can be considered.

sCOPE

This applies to all FLINTWOOD employees, Participants, families, and Stakeholders across all FLINTWOOD service settings.

1. DEFINITIONS

PERSONAL BELONGINGS: refers to portable items that belong to an individual, typically items they own for personal use or enjoyment. These can include clothing, accessories, electronic devices, phones, jewellery, and other items that hold personal value or significance to the individual.

1. POLICY

Participants and employees may elect to bring with them personal belongings to FLINTWOOD at their own discretion. FLINTWOOD encourages that any items of either sentimental value or high monetary value are not brought into FLINTWOOD. FLINTWOOD will not accept responsibility for damage or loss to a personal item other than in the conditions outlined in this policy.

5.PROCEDURE

5.1 Full replacement cost of any item belonging to Participants will be reimbursed. Payment will only occur upon presentation of a valid receipt showing the value of the item at the time of purchase.

5.2 There is an expectation that all employees will not deliberately damage personal property belonging to Participants other employees or themselves.

5.3 FLINTWOOD accepts responsibility for FLINTWOOD damaged property and will will replace or repair in the following circumstances:

* In the opinion of FLINTWOOD if the accident was unavoidable.
* All reasonable precautions/steps to avoid damage to personal belongings have been taken.
* If all procedures were followed and an accident still occurred.
* An incident report is completed.
* Presentation of a valid receipt showing the value of the item at the time of purchase.

5.4 Personal belongings to employees that have been damaged will be reimbursed to the following values:

* Tops up to $30.
* Shorts and skirts up to $30.00
* Jeans/pants up to $50.00
* Sunglasses up to $30.00
* Prescription glasses to full cost.

5.5 Participants and employees may wear jewellery at their own discretion; however, FLINTWOOD does not accept any responsibility for any jewellery which is lost or stolen. Jewellery found to have been damaged by a Participant will be reimbursed only for the repair to the item up to the value of $50.00.

5.6 Any other items personal in nature including wallets, handbags, mobile phones, or tablets will not be reimbursed.

6. RESPONSIBILITIES

Employees.

* To have read and adhere to this policy.
* Report any environmental or safety concerns to management so that prompt action may be taken.
* Follow directions given by Service Manager or General Manager

Service Manager

* To have read and understood this policy.
* To ensure all employees receive education and adhere to this policy.
* Monitor and act on any environmental or safety concerns to minimise/alleviate risk.
* Assist with any claims been made.

General Manager

* To have read and understood this policy.
* Oversee on any action taken to minimise/alleviate any environmental or safety concerns identified.
* Inform CEO of any claim.
* Investigate any claims been made and provide findings and recommendations to CEO

CEO

* To have read and understood this policy.
* Determine on the reimbursement of any claim based on necessary information provided along with findings and recommendations.

1. CHANGE HISTORY

| Version | Release / Review date | Author / Reviewer | Change details |
| --- | --- | --- | --- |
| 0.1 | March 2024 | Nick Mihas | Update & Formatting |
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