

		Policy Title: Securing Personal Property
Section: General	Effective Date:	Policy No: HR-120
	Review Dates: 1/1/15	
	Revised:	
MMG Business Unit: Human Resources		Interpretation: Vice President, Human Resources

Purpose: Employees are discouraged from bringing personal property onto the premises. If they should do so, employees are responsible for exercising appropriate care in preventing loss, theft or damage to their personal property or clothing brought onto Employer premises.

Scope: This policy applies to all employees.

Definitions:

Policy: Employees are urged not to bring packages or bundles of any kind onto Employer property. Items brought in or taken out are subject to inspection by any administration employee or security officer.

Personal items such as purses or coats are subject to search when it is determined by the Employer to be necessary and reasonable.

The Employer assumes no responsibility for an employee's personal property that may be lost, stolen or damaged in the course of employment.

An employee experiencing the loss or theft of, or damage to personal property while on duty or on Employer premises should report such to an immediate supervisor as soon as possible after the incident occurs.

The incident should be documented in writing on an Incident Report form and given to the supervisor.

The Employer will investigate the incident and take appropriate action necessary to discourage or prevent any comparable further incident.

Exception Provisions: If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter

shall supersede this policy to the extent necessary to comply with contractual obligations.

**References or
Appendices:**