# ACCEPTABLE USE OF VEHICLES AND EQUIPMENT POLICY

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| Policy number | GCBH\_Pol006 | Version | 1.0 |
| Drafted by | Phillip Martin | Approved by Board on | 4 December 2019 |
| Responsible person | Helen Omondi | Scheduled review date | 3 years from approval |

## Introduction

Confusion as to whether staff or volunteers are entitled to make use of the organisation’s vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be avoided if possible. The purpose of this policy is to ensure such confusion does not occur.

## Purpose

The primary purpose for which vehicles and equipment are provided to Gentown Community & Business Hub (GCBH) staff and volunteers is to assist them in carrying out the duties of their employment.

This policy sets out guidelines for acceptable personal use of GCBH vehicles and equipment by staff and volunteers of GCBH.

This policy is made up of specific policies governing the use of:

* Mobile Phones, and
* Vehicles.

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

## Policy

GCBH’s facilities, vehicles, and equipment are to be used to support its mission. GCBH staff and volunteers may not use the organisation’s resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Staff and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with GCBH business, involves minimal additional expense to GCBH, involves minimal additional risk to GCBH, and conforms with applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the CEO.

GCBH believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps GCBH to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of GCBH’s equipment constitutes agreed remuneration under a contract of employment.

## Authorisation

  
  
4 December 2019  
Gentown Community & Business Hub

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## Responsibilities

It is the responsibility of management to ensure that:

* staff are aware of this policy, and
* any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all staff to ensure that their usage of GCBH equipment conforms to this policy.

## Processes

**Use of Mobile Phones**

Staff and volunteers of GCBH whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the CEO, or their duly authorised nominee, according to the following criteria:

* A requirement to travel frequently on business away from the office
* A need for others to communicate with the staff or volunteer about GCBH business when the staff or volunteer is away from their office
* A need for the staff or volunteer to communicate with others regarding GCBH business when the staff or volunteer is away from their office
* A need for the staff or volunteer to have access to mobile internet when away from their office
* The staff or volunteer supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need should be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the staff or volunteer.

Personal use of a GCBH mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Staff are expected to fully reimburse GCBH for any extra costs incurred by the organisation as a result of such usage.

Alternatively, the staff or volunteer may purchase their own telephone and submit a reimbursement request for organisation-related calls.

**Use of Vehicles**

GCBH vehicles must not be used other than for GCBH business.

## Related Documents

* Acceptable Use of Electronic Media Policy

## Authorisation

  
  
Helen Omondi  
4 December 2019