

## EMPLOYER PROPERTY POLICY

### 1. PURPOSE

- 1.1 The purpose of this Employer Property Policy (Policy) is to outline the conditions under which property owned by Macquarie Grove Homes ('MGH') is provided to employees. The Policy outlines the responsibilities of employees in possession of MGH's property and the expectations of MGH with respect to the use of its property by employees.

### 2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 15/11/2021. It replaces all other policies dealing with employer property (whether written or not).

### 3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to all workplace participants including employees and contractors who use MGH property. It does not form part of any employee's contract of employment or a contractor's contract for services.

### 4. DEFINITIONS

- 4.1 'Employer property' includes all forms of property of MGH including tangible property (such as tools and equipment), and intangible property (such as intellectual property).

### 5. OBLIGATIONS OF EMPLOYEES

- 5.1 To the extent that the obligation is relevant to the type of MGH property being used, each employee must:
- (a) use MGH's property only for the purpose for which it was designed;
  - (b) take good care of MGH's property and ensure it is properly maintained and serviced as directed;
  - (c) ensure that MGH's property is used in accordance with any relevant operating instructions or procedures;
  - (d) refrain from modifying MGH's property without prior written approval from MGH;
  - (e) obtain prior written permission from MGH if the employee wishes to use MGH's property for non-work purposes (eg personal use);
  - (f) not remove employer property from MGH's premises or designated storage places without the prior permission of the relevant manager or supervisor;
  - (g) not deliberately damage MGH's property; and
  - (h) not place MGH's property in circumstances where it could be stolen or damaged.

**6. BREACH OF THE POLICY**

6.1 Any breach of the obligations expressed in this Policy may result in disciplinary action up to and including termination of employment, or termination of a contract for services.

**7. RETURN OF PROPERTY**

7.1 On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all of MGH's property immediately.

7.2 Such property must be returned in good working order and with all company information contained on such property intact.

**8. DAMAGE TO PROPERTY**

8.1 If any damage occurs to any property owned by MGH as a result of:

- (a) an employee's serious and wilful misconduct;
- (b) criminal activity;
- (c) a breach of the obligations outlined in this Policy;
- (d) the employee using the property for a non work related purpose without the consent of MGH; or
- (e) circumstances not arising in the course of, or in connection with, the employees employment,

MGH may require the employee to reimburse MGH to the value of any loss or damage suffered by MGH or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

**Variations**

MGH reserves the right to vary, replace or terminate this policy from time to time.