



HUMAN RESOURCE POLICY EMPLOYEE USE OF ASSETS

Policy No: NLMHREB003	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This policy applies to all employees of Ngwathe.

2. OBJECTIVE

The objective of this policy is to ensure the safeguarding as well as proper and efficient use of Ngwathe's assets.

3. POLICY

3.1 Ngwathe gives all employees the opportunity to use assets in their official and work related capacity only. The Procurement and Administration Section is responsible for the identification, tracking, recording, control and maintenance of all Ngwathe assets.

- 3.2 Where Ngwathe equipment is to be used after official working hours, approval needs to be obtained from the Line Manager. The respective functional Manager needs to be aware that the individual will be using Ngwathe facilities.
- 3.3 Where Ngwathe equipment is to be used outside of Ngwathe premises, authorisation by the Line Manager is mandatory. All equipment must be accounted for at all times.
- 3.4 Employees are responsible for the safekeeping and safeguarding of all Ngwathe property. Any damage caused to Ngwathe property should be reported immediately to the Procurement and Administration Section.
- 3.5 Theft, unauthorised removal usage or abuse of Ngwathe assets will result in disciplinary action taken against an offending employee, which may result in dismissal.

4. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services