



Use of Office Equipment

Australian Education Union ACT Branch Policy

Policy Number	POL003	Version	3.0
Last Reviewed	December 2018	Next Review	December 2021

INTRODUCTION

The Union believes that employees and officers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing reasonable personal use of these tools helps enhance the quality of the workplace and helps the Union to retain qualified and skilled workers.

PURPOSE

The purpose of this policy is to identify how the Union's office equipment is to be used by employees and officers.

POLICY

- Employees and officer may not use the Unions 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.
- Employees and officers may make reasonable personal use of office equipment where such use does not interfere with Union business, involves minimal additional expense to the Union, involves minimal additional risk to the Union and conforms to applicable organisational policy. Such permission may be revoked or limited at any time by the Branch Executive or the Branch Secretary.
- This policy does not apply to those situations where personal use of the Union's resources constitutes agreed remuneration under a contract of employment.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that officers and employees are aware of this policy.

PROCEDURES

- Any employee or officer seeking to make use of the Union's office equipment who is unsure if the use falls within the scope of reasonable personal use may seek approval from the Branch Secretary.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.