



Personal Belongings

in the Workplace

Policies & Procedures

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PERSONAL BELONGINGS IN THE WORKPLACE

Scope

When

- Applies throughout service provision

Who

- Applies to all employees

Purpose

This policy provides guidelines for personal belongings in the workplace.

Policy statement

Employees are responsible for their personal belongings in the workplace. Personal belongings should be kept on your person or stored in a secure area.

123 Support Services will not replace or reimburse any items that are damaged or go missing if they have been left in the workplace.

Employees should consider the monetary and sentimental value of the clothes and items they wear in the workplace for reasons of safety, damage and loss.

Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Administration Officer:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.